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TOWN OF NEEDHAM

ANNUAL REPORT

1711—2013

NEEDHAM, MASSACHUSETTS

COVER AND BACK PHOTOS:

The Needham Town Common was adorned with brightly colored balloon-style lanterns for its New Year's Needham celebration. Front cover picture is courtesy of Nikki Witham and back cover photos were provided by Moe Handel.

This 2013 Annual Report is Dedicated to Steven Rosenstock

Steve Rosenstock was born in Monticello, New York and grew up on Long Island. He enlisted in the Air Force and served for four years. He met his future wife Carol Udler on a blind date during a visit to Boston in 1969 just before he shipped overseas. He married Carol in 1971 and was stationed in Germany for the next two years.

After his discharge from the Air Force in 1973, Steve and Carol moved to Waltham, Massachusetts. Steve always had an interest in numbers and finances, and recalls "keeping the books" as an 8-year old for his brother's community newspaper which was sold for pennies an issue. In 1975, Steve graduated from Bentley College with a Bachelor's Degree in Accounting and later received his Masters in Taxation from Bentley and his certification as a CPA.

Steve's professional career has always been focused on the financial and taxation aspects of real estate development companies. His professional career has taken him from an international CPA firm to the treasurer of a real estate company to the loan servicing manager of the Massachusetts Housing Finance Agency (now MassHousing), and also to his own tax practice. He retired from MassHousing in 2008, but continues to consult for a real estate developer and to operate his accounting practice.

Steve and Carol have two sons, Jason and Andrew, who were born in 1977 and 1980 respectively. Raising a family required a larger home, and the Rosenstocks discovered Needham in 1983. Steve and Carol raised their sons on Bess Road, and remain in this home today.

When his children became involved with sports, Steve found himself as a soccer coach, starting out in the under grade 3 league at St. Bartholomew's and continuing through the elementary school years. He continued volunteering for sports-oriented activities including running the food concession at his son's varsity basketball games.

Later on, Steve became involved in Town government. While voting in 1996, he noticed there was a Town Meeting Member vacancy in his Precinct. Having always been interested in how Town Meeting operated, Carol suggested that they write in his name as a candidate and thus he became a Town Meeting member with two write-in votes! He remains a Town Meeting Member today after 18 years.

Former Town Moderator Dick Melick asked Steven if he would be interested in serving on the newly formed Permanent Public Building Committee as the financial member.

Steve served for the first three years of this Committee. In 2005, Steve was appointed to the Finance Committee by Town Moderator Michael Fee. He served on the Finance Committee until 2012. Steve states that the most difficult part of serving on the Finance Committee was the learning curve in understanding Massachusetts municipal fiscal policies and regulations. He was elected as the chair of the committee in his second year.

As a member of the Exchange Club, Steve has been a Tri-Chair of the 4th of July Committee, which provides the fireworks and Grand Parade for the Town, for 2012, 2013, and 2014. He initiated the serving of coffee and donuts for those attending Veterans Day ceremonies at Memorial Field, and looks forward to participating in the Town Wide Clean-up Days. He enjoys working with individuals who "get things done" and sees himself as a person that leads by example.

He served on the Recycling and Transfer Station Ad Hoc Super Committee, and reports that he is pleased to see the forward direction that the Selectmen are taking with the RTS. He also serves as pro bono treasurer for Own Your Peace, Inc. and the 9/11 Memorial Committee.

Steve states that it is the citizen volunteers that make Needham special. He hopes that the next generation understands the value of volunteering time and becoming involved with the Town Government. Without them, Needham will not remain the thriving community that it is today.

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A Message from the Board of Selectmen

The Annual Town Report is a document that is issued each spring containing information from the fiscal year that ended the previous June. First and foremost, the report is intended to provide citizens with an accounting of the appropriations and expenditures of the previous fiscal year. The report also contains descriptions of the operations and accomplishments of the various Town departments, boards, and committees, and those regional organizations that had an impact on the operations of the Town in fiscal year 2013.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2015 proposed budget can be obtained from the Office of the Town Manager or at the Town's website at www.needhamma.gov. The budget document contains an analysis of the Town's current financial condition and trends affecting municipal finance. Also included in the proposed budget are goals and objectives of the various departments, boards and committees for the coming year. A companion document to the Proposed Budget is the 2015-2019 Capital Improvement Plan, a summary of which is included in the Proposed Budget for easy reference. The CIP contains valuable information about the capital projects that have been funded in the past four years and those proposed for fiscal year 2015 through 2019. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2015 – 2019 Capital Improvement Plan is also available on the Town's website. The warrant for the 2014 Annual Town Meeting is also available online. It provides interested residents with the items that will be debated at the Town Meeting. The warrant includes the Annual Report of the Finance Committee, as well as the Finance Committee's proposed budget for fiscal year 2015. The warrant also includes a summary table of the Town's current debt obligations.

The Board of Selectmen and Town Manager wish to thank the Town staff and the many citizens, volunteers, committee members and others, whose invaluable contribution of time, energy and talent makes it possible for Needham to maintain a well-managed, civic-minded community. At the end of this Annual Report you will find a list of the many individuals who have served the Town this past year. Residents wishing to volunteer for any board or committee appointed by the Selectmen should send a letter of interest to the Selectmen's Office at Town Hall or visit www.needhamma.gov/committeevacancy.

~ Community Profile ~

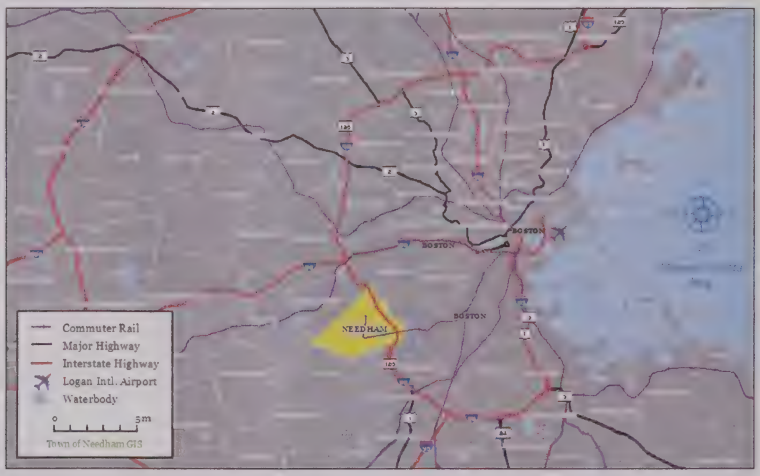
The Town of Needham is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood and Dover on the south. Needham is ten miles southwest of Boston, twenty-nine miles east of Worcester, and about 208 miles from New York City. The town has a total area of 12.70 square miles and a total land area of 12.61 square miles.

Needham is situated in the greater Boston area, which has excellent rail, air, and highway facilities. Principal highways are State Routes 128 (the inner belt around Boston) and 135, and Interstate Route 95, which shares the same roadway as State Route 128. Commuter rail service is available via four stations to Back Bay Station and South Station in Boston. Needham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed bus route service between Needham Junction and Watertown Square.

Needham was incorporated in 1711 and has experienced numerous changes over its history. Early settlers relied primarily on agriculture and grazing plus some winter lumbering with orchards and tanneries as supplements in the 1700s. Saw and gristmills were opened along the Charles through the 18th century. Extension of the rail and land speculation encouraged settlement, and the town saw the growth of industrial employment and production at the same time during the mid-19th century. Needham manufacturers made knit goods, underwear, hats, shoes and silk, although attempts to cultivate silk worms were short-lived.

Land speculation, housing development and knitted underwear continued to be the foundation of Needham's economy into the 20th century, with the famous William Carter Corporation prominent in the children's knitwear industry. The construction of Route 128 in 1931 opened portions of the town to development as part of the high-tech highway in the post-World War II electronic industrial boom. The creation of one of the nation's first industrial parks in 1950, the later addition of high technology firms, the improvement of access to Route 128 and Boston, and Needham's fine schools and public services have contributed to the Town's emergence as one of the more desirable suburbs of Boston.

While Needham has developed over the years, population figures have remained relatively stable since the 1970s, ranging from 29,748 in 1970 to 27,901 in 1980 to 27,557 in 1990 to 28,911 in 2000 to 28,886 in 2010 (source: U.S. Census).



GENERAL GOVERNMENT

SECTION CONTENTS:

- Board of Registrars / Town Clerk
- Board of Selectmen / Town Manager
- Commissioner of Trust Funds
- Department of Finance
  - Assessors
  - Accounting
  - Information Technology
  - Parking Clerk
  - Treasurer / Collector
- Finance Committee
- Legal Department
- Moderator
- Needham Contributory Retirement System
- Personnel Board

NEEDHAM TOWN HALL – 1471 HIGHLAND AVENUE

TOWN CLERK

Theodora K. Eaton, MMC, Town Clerk
Helen F. Atkinson, Assistant Town Clerk
Sharon L. Tedesco, Dept. Assistant
Kevin T. Pendergast, Dept. Assistant
Joyce M. Carlezon, Part-time
Marie Crimmins, Part-time
Louise E. MacLean, Part-time

Historically, the position of Town Clerk dates back to biblical times when clerks were often considered scribes or scholars. Their writings became the official records of the period. Today the Town Clerk continues as the official record keeper for the town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the general public as well as local, state and federal governments. The major functions of the Town Clerk's Office are spelled out in over 73 chapters and 400 sections of the Massachusetts General Laws as well as local Town By-Laws. Other responsibilities include records management, registration and certification of vital statistics, voter registration, licensing, compilation of the Annual Census and the Street/Voting Lists, Board of Appeals and Planning Board decisions, and the most complex - those relating to elections and Town Meeting. Fairly new is the State Ethics Commission's enabling act of 2009 which requires city and town clerks to provide municipal employees, including elected and appointed officials, with an annual summary of the Conflict of Interest Law as well as instruction on how to complete the mandatory online training requirements biannually. Another part of this legislation, the revision of the Open Meeting Law, provides that municipal clerks are now required to post meeting notices and agendas of all committees and boards at least 48 hours prior to the meeting exclusive of Saturdays, Sundays, and holidays. This seemingly simple requirement can be quite time consuming in a community of over 30,000!

The Town Clerk's Office is often considered the core of local government serving as the central information point for local residents. The Town Clerk's Office serves as Commissioners to Qualify Oath of Office for the Commissions Division of the Office of the Secretary of The Commonwealth and, until January 1, 2012, as licensing agents for the Division of Fish & Wildlife. At that time the Division of Fisheries & Wildlife began to issue licenses electronically. One of the requirements was that the State's vendor would withdraw license fees from the town's checking account on a weekly basis. Since this was not permitted by most communities (including Needham) we could not continue selling Fish and Game licenses. From July, 2000 until May, 2011 the Town Clerk's Office served as a Passport Agency for the U. S. Department of State. The U. S. Department of State has determined that offices in which birth certificates are issued can no longer serve as a Passport Agency. Luckily, the Needham Town Manager's Office has taken over this process.

The number of Town Meetings and elections varies from one fiscal year to the next ranging from one Town Meeting and one Election to multiple Town Meetings and Elections (not including any specials called by the Commonwealth of Massachusetts or the Board of Selectmen). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on

the first Monday in May according to Needham's Town Charter. Fiscal Year 2013 had an abundance of elections, special elections, town meetings and special town meetings. We had three Special Town Meetings which included one postponed from October 29, 2012 to November 13, 2012 because of Hurricane Sandy, seven elections including two Special State Elections and two Special Town Elections, and one Annual Town Meeting compared to two Special Town Meetings, two elections, and one Annual Town Meeting in Fiscal Year 2012. The following is a comparison of the number of elections and town meetings in Fiscal Year 2012 and 2013:

FISCAL YEAR 2013

- State Primary – Thursday, September 6, 2012
- Special Town Meeting – Monday, October 29, 2012
- State Election – Tuesday, November 6, 2012
- Special Town Election – Tuesday, November 6, 2012
- Special Town Meeting – Monday, December 3, 2013
- Annual Town Election – Tuesday, April 9, 2013
- Special State Primary – Tuesday, April 30, 2013
- Annual Town Meeting – Monday, May 6, 2013
- Special Town Meeting – Monday, May 13, 2013
- Special State Election – Tuesday, June 25, 2013
- Special Town Election – Tuesday, June 25, 2013

FISCAL YEAR 2012

- Special Town Meeting – Monday, November 7, 2011
- Presidential Primary – Tuesday, March 6, 2012
- Annual Town Election – Tuesday, April 10, 2012
- Annual Town Meeting -Monday, May 7, 2012
- Special Town Meeting – Monday, May 14, 2012

The Special Town Meeting of October 29, 2012 disposed of 17 articles in one postponed session; the Special Town Meeting of December 3, 2012 disposed of 1 article; the Annual Town Meeting beginning May 6, 2013 disposed of 50 articles in three sessions; and the Special Town Meeting of May 13, 2013 held within the Annual Town Meeting disposed of 10 articles.

FY2013 HIGHLIGHTS

The October 29, 2012 Special Town Meeting Adjourned to November 13, 2012 approved 15 of the 17 articles including two zoning by-law amendments and funding in the amount of $1,100,000 to purchase 51 Lincoln Street. The December 3, 2012 Special Town Meeting approved one article approving the Tax Increment Financing (TIF) Plan and TIF Agreement among TripAdvisor, Inc., Normandy Gap-V Development Needham, LLC and the Town of Needham for property at the New England Business Center. The May 6, 2013 Annual Town Meeting approved five Zoning By-Law amendments and two General By-Law amendments. The Zoning and General By-law amendments were subsequently approved by the Attorney

General. Under Article 9 Town Meeting approved the FY2014 Operating Budget in the amount of $123,630,136. Total appropriations including the Operating Budget approved at the Annual Town Meeting totaled $144,764,282. An additional $7,593,000 was authorized for borrowing which includes rescinding prior borrowing authorization in the amount of $795,500. The May 13, 2013 Special Town Meeting approved one Zoning By-Law amendment and one General By-Law amendment subsequently approved by the Attorney General; and rescinded prior borrowing authorization in the amount of $425,290.

The following is a comparison of the Town of Needham's vital statistics compiled during the past six fiscal years.

VITAL STATISTICS

	FY2013	FY2012	FY2011	FY2010	FY2009	FY2008
Births to Residents:						
7/1/12- 12/31/12	126	149	132	164	161	164
1/1/13 - 6/30/13	153	149	129	126	134	170
Total Births:	**279**	**298**	**261**	**290**	**295**	**334**
Deaths: Residents						
7/1/12- 12/31/12	112	125	117	139	106	98
1/1/13- 6/30/13	113	183	126	122	124	64
	225	308	243	261	230	162
Deaths: Non-Residents						
7/1/12- 12/31/12	85	73	124	114	114	164
1/1/13- 6/30/13	137	117	111	150	147	59
	222	190	235	264	261	223
Total Deaths:	**447**	**498**	**478**	**525**	**491**	**385**
Marriages:						
7/1/12 - 12/31/12	49	51	69	50	57	61
1/1/13 - 6/30/13	33	30	31	26	43	29
Total Marriages:	**82**	**81**	**100**	**76**	**100**	**90**

Dog Licenses Issued: 7/1/12- 6/30/13	FY13	FY12	FY11	FY10	FY09	FY08
Male and Female Dogs @ $15.	145	238	164	169	150	179
Spayed and Neutered Dogs @ $10.	2552	2513	2591	2361	2423	2299
Kennels @ $ 25.	43	45	42	41	37	30
Kennels @ $ 50.	8	9	7	7	7	6
Kennels @ $100.	0	0	0	1	1	0
Hearing Dogs - No Charge	0	0	0	0	1	0
Seeing Eye Dogs - No Charge	1	1	0	1	3	0
Transfers @ $1.00	7	5	3	3	13	6
Prior Years' Licenses (17@$10)	17	30	28	19	25	15
Replacement Licenses @ $1.00	21	16	31	17	24	8
Total Dog Licenses	**2794**	**2857**	**2866**	**2619**	**2684**	**2257**

FISCAL YEAR REVENUES PAID TO TOWN TREASURER

Fiscal Year	2013	2012	2011	2010	2009
Passports	0	0	3,650.00	5,550.00	4,350.00
General Fees	100,086.90	82,911.30	113,498.42	97,816.73	95,550.86
Liquor Licenses	75,805.00	74,724.00	70,095.00	84,470.00	58,130.00
Other Licenses	20,498.00	19,823.00	21,192.00	20,662.00	19,857.00
Dog Licenses	29,368.00	30,731.00	30,089.00	27.840.00	28.282.00
Fish & Game	0	34.25	141.70	210.15	241.10
	$225,757.90	**$208,223.55**	**$238,576.12**	**$236,548.88**	**$206,410.96**
SOS, UCC	$0.00	$0.00	$0.00	$0.00	$0.00
Reimbursements	$0.00	$0.00	$0.00	$0.00	$0.00
Sub Total	**$225,757.90**	**$208,223.55**	**$238,576.12**	**$236,548.88**	**$206,410.96**
Fish & Game Paid to State	0	605.25	2,487.50	4,006.50	4,583.25
TOTAL	**$225,757.90**	**$208,828.80**	**$241,063.62**	**$240,555.38**	**$210,994.21**

The Town Clerk's Office is oriented to serve the public and is open daily from 8:30 A.M. until 5:00 P.M. Monday through Friday and from 7:30 P.M. to 9:00 P.M. on the second and fourth Tuesday evenings except for July and August when the office is open from 7:30 P.M. to 9:00 P.M. on the third Tuesday evening. Please check with the Town Clerk's Office for any changes in special evening hours.

BOARD OF REGISTRARS

John W. Day, Chairman
Barbara B. Doyle
Mary J. McCarthy (Retired 3/1/13)
Ann M. Cosgrove (3/19/13 to 6/30/15)
Theodora K. Eaton

PURPOSE

The Board of Registrars consists of four members of which one member is the Town Clerk by virtue of the office. The remaining members are appointed by the Board of Selectmen for alternate three year terms. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth at the state level. The board must always contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each. Our long time Registrar, Mary J. McCarthy, retired on March 1, 2013 after more than 35 years of service as one of Needham's Registrars. We wish her the very best in all future endeavors. She will be missed by all. Subsequently, the Board of Selectmen appointed a new Registrar effective March 19, 2013. We welcome Ann M. Cosgrove as the newest member of the Board of Registrars.

The Town Clerk and office staff carries out the functions of the Board of Registrars. These responsibilities include the conduct of elections and recounts, voter registration, compilation of the Annual List of Residents, publication and circulation of the voting and street lists, certification of signatures on nomination papers and petitions, and recording of Town Meeting attendance.

The polling places have been designated as follows:

Precinct A - Hillside School - Gymnasium
Precinct B - Hillside School - Gymnasium
Precinct C - Newman School - Gymnasium
Precinct D - Newman School - Gymnasium
Precinct E - Pollard Middle School – Inner Room
Precinct F - Stephen Palmer Community Room
Precinct G - Broadmeadow School Performance Center
Precinct H - Broadmeadow School Performance Center
Precinct I - William Mitchell School - Gymnasium
Precinct J - William Mitchell School – Gymnasium

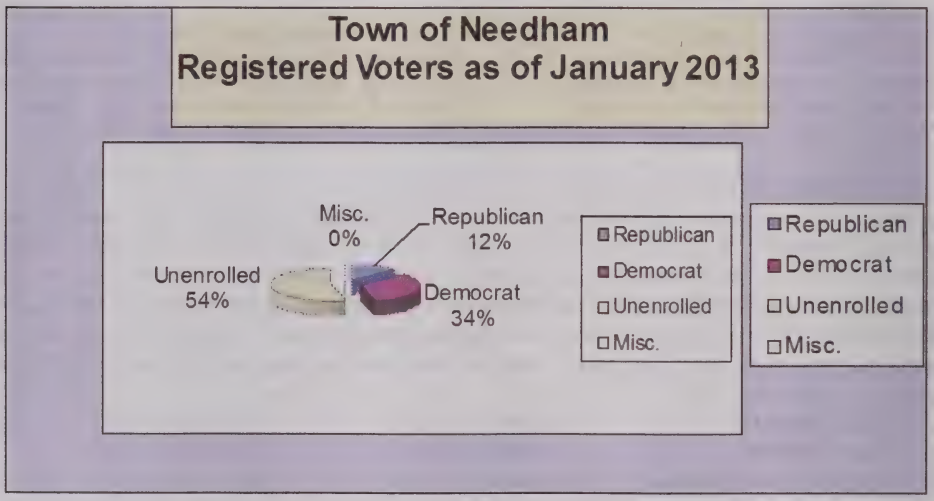
FY2013 HIGHLIGHTS

The Board of Registrars conducted seven elections in Fiscal Year 2013 – the State Primary, Thursday, September 6, 2012; the State Election **AND** the Special Town Election, Tuesday, November 6, 2012; the Annual Town Election, Tuesday, April 9, 2013; the Special State Primary, Tuesday, April 30, 2013; the Special State Election **AND** the Special Town Election, Tuesday, June 25, 2013. WOW! What an election year this was! The following is the voter turnout and percentage of the registered voters in Needham for the seven elections in Fiscal Year 2013:

State Primary	**September 6, 2012**	**3,430 or 16.49%**
State Election	**November 6, 2013**	**17,419 or 85.00%**
Special Town Election	**November 6, 2013**	**16,863 or 81.42%**
Annual Town Election	**April 9 2013**	**2,442 or 8.24%**
Special State Primary	**April 30, 2013**	**5,108 or 25.28%**
Special State Election	**June 25, 2013**	**8,261 or 40.85%**
Special Town Election	**June 25, 2013**	**7,596 or 37.50%**

The Annual Town Listing of Residents was conducted by mail again this year and for the first time in many years, included all vacant homes. 80.61% returned the census forms over a three month period. We then reviewed those addresses that had not responded and sent out follow-up census forms. Once again, the Annual Census included a request for Veteran status. The dog license application was included and has been well received by dog owners. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. It is very important to get a full and accurate count. In order to accomplish this, we need each and every household to send in their census forms and we'd like to see an even greater return in 2014.

Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residence were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are permanently removed from the Town of Needham's voting list. Names were also removed because of death and other changes in voting status. Upon completion of the annual census, the total number of registered voters was 20,340 plus 579 inactive voters. 2013 Population for the Town of Needham includes 30,720 residents plus 579 inactive voters for a total of 31,299. The registered voters were comprised of 6,819 Democrats, 2,535 Republicans, 10,952 Unenrolled, and 34 miscellaneous political designations. 579 inactive voters brought the total number of registered voters to 20,919.



ANNUAL TOWN CENSUS POPULATION

ALL	VOTERS +	INACTIVE VOTERS	RESIDENTS	* ALL
1990	17,693	-----	28,568	
1991	18,284	-----	28,470	
1992	18,092	-----	28,134	
1993	18,504	-----	28,074	
1994	17,703	-----	28,384	
1995	18,212	-----	28,740	
1996	18,490	-----	29,156	
1997	19,306	-----	29,340	
1998	19,514	-----	29,925	
1999	18,237	1,159	28,630	29,789
2000	18,271	1,358	28,860	30,218
2001	18,741	1,111	29,019	30,130
2002	18,555	1,372	29,237	30,609
2003	18,593	900	29,376	30,276
2004	18,437	1,474	29,107	30,581
2005	18,712	994	28,996	29,990
2006	18,396	1,209	29,078	30,288
2007	18,642	1,043	29,414	30,457
2008	18,903	1,370	29,452	30,822
2009	19,463	934	29,973	30,907
2010	19,269	1,350	30,128	31,478
2011	18,802	1,320	29,636	30,956
2012	19,475	1,163	30,351	31,514
2013	20,340	579	30,720	31,299

* Includes Inactive Voters beginning in fiscal year 1999

The 2010 Federal Census was conducted in April, 2010 with a stated population for the Town of Needham of 28,886. It is interesting to note that the Federal Census counts students as living at their colleges and universities while the Town counts students as living as the home of their parents. This variation accounts for the difference in local and federal population totals. The Local Elections Districts Review Commission has approved the Town's federal census numbers and this became effective on December 31, 2011. Subsequently, the Town's voters were notified of their new polling locations and all Representative Town Meeting members ran for election at the April 10, 2012 Annual Town Election. Those Town Meeting members who receive the top one-third votes received the three-year term. Those with the second one-third votes received the two-year term. And those with the last one-third votes received the one-year term.

BOARD OF SELECTMEN / TOWN MANAGER

BOARD OF SELECTMEN
Gerald A. Wasserman, Chairman
Daniel P. Matthews, Vice-Chair
John A. Bulian, Clerk
Maurice P. Handel
Matthew D. Borrelli

Kate Fitzpatrick, Town Manager
Christopher Coleman, Assistant Town Manager/Operations
Elizabeth Dennis, Director of Human Resources

DEPARTMENT STAFF
OFFICE OF THE TOWN MANAGER
Sandy Cincotta, Support Services Manager
Nikki Witham, Department Specialist
Lorraine Lederhos, Department Assistant

HUMAN RESOURCES
Sophie Grintchenko, HR Administrator,
Ellen Reulbach, Administrative Assistant

The Board of Selectmen consists of five individuals elected for staggered three-year terms, and serves as one part of the Executive Branch of government for the Town, which it shares with other elected and appointed boards. The Board of Selectmen customarily meets on the second and fourth Tuesdays of the month, except in July and August, when meetings are generally held only once per month, and in April, when the Board's meetings are scheduled around the annual municipal election. Meetings begin at 6:45 p.m. at Town Hall. From 6:45 to 7:00 p.m., residents who wish to informally discuss matters with the Board may do so. Residents are asked to contact the office and make an appointment. Other meetings may be scheduled as needed and are posted at Town Hall and on the Town's official web site www.needhamma.gov.

The Board of Selectmen appoints a Town Manager, who, along with the Assistant Town Manager/Operations, is responsible for the administration of the day-to-day operation of the Town. The Director of Human Resources provides personnel and benefit management assistance to all Town Departments, Boards and Committees. The Assistant Town Manager/Operations, the Director of Human Resources, and the Assistant Town Manager/Finance serve with the Town Manager as the Town's senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

FY2013 IN REVIEW
Fiscal Year 2013 was marked by the untimely death in February of Chairman Gerald A. "Jerry" Wasserman who had served on the Board since 1999 and as a Town Meeting Member for more than 25 years. The 2013 Annual Town Meeting was dissolved in honor of Jerry's many civic and community contributions.

Selectmen Organization
In April 2013, Daniel P. Matthews was re-elected to a three-year term on the Board of Selectmen. Following the annual Town election, the Board re-organized with Daniel P. Matthews as Chairman, John A. Bulian as Vice Chairman, and Maurice P. Handel as Clerk.

PROGRESS TOWARD BOARD GOALS FOR THE COMMUNITY

Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments

The Board continued to monitor the construction of the Senior Center (expected to open in the fall of 2013). The Board proposed and Town Meeting funded an update of the Facility Master Plan, including renovation or replacement of the Hillside, Mitchell and Pollard Schools, the Police and Fire Station, and the DPW Operations Building at 470 Dedham Avenue, identification of office space for School Administration, and determining appropriate reuse, if any, of the Stephen Palmer Senior Center Emery Grover and the Ridge Hill buildings. The Board undertook an evaluation of the various polling locations, and made the decision to relocate precincts A and B from the Hillside School to the new Senior Center. Improvements at the DPW Complex beginning with the construction of garage bays were approved at the 2013 Annual Town Meeting, and the Town completed the permitting process for redevelopment of the parcels acquired on Lincoln Street and School Street for municipal parking and public safety parking.

Continue efforts to maintain and improve the vitality and economic success of the Town

As noted above, the acquisition of four parcels on Lincoln Street and School Street and reconfiguration of the existing Lincoln/Chestnut parking lots will serve to expand the amount and accessibility of surface parking in Needham Center. The Board created a Streetscape Committee to assist with the development of a plan for improving the Needham Center streetscape and infrastructure. The Board placed a question on the November 6, 2012 election ballot to allow for the retail sale of alcoholic beverages in Needham, which was approved by the voters. The Board held a series of public meetings and hearings, and approved the granting of five licenses for the sale of alcoholic beverages to be drunk off the premises. The Board also began a formalized process of meeting with the Mayor and other officials from the City of Newton to discuss issues of common concern such as the Highland Avenue/Needham Street corridor, the Add-a-Lane project, public transportation along the corridor, and economic development. The Board requested the assistance of the Design Review Board and the Council of Economic Advisors in reviewing the Sign By-law, and sponsored a major overhaul of the By-law that was approved by the 2013 Annual Town Meeting.

Continue working toward energy efficient and environmentally sound operations for both the Town and its residents and businesses

The Town completed a fleet inventory and continued its policy of purchasing fuel efficient vehicles, when possible. The Board created a committee to evaluate the generation of power through alternative or renewable energy sources, including solar power, and began the process of reviewing and revising as necessary the Integrated Pest Management Policy. The Board approved the Capital Improvement Plan that included a comprehensive strategy for improving energy efficiency in town buildings.

Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work

The Board sponsored a CPA request for the replacement of the Greene's Field play structure and improvement to Greene's Field that was approved by Town Meeting in November, 2012. The Town entered into a public/private partnership to completely renovate this Town asset (proposed for completion in fall, 2013). The bi-annual citizen survey confirmed that there is a high level of interest in evaluating the possibility of reconstructing Rosemary Pool, and a feasibility study is

underway. The Town continues to work with a private group to evaluation options for creating an off-leash dog area in Needham. The Town Manager recommended and the Park and Recreation Commission agreed to increase user fees and field maintenance fees to support increased field maintenance needs. The Board participated with various stakeholders in the development of a five year plan for allocation of CPA funds. The Town Manager recommended the creation of a Community Housing Specialist position to assist the Town in monitoring its affordable housing obligations, and to continue the development of affordable housing. The Board participated in an effort to create 40B guidelines, which were issued in October, 2012, and participated in the evaluation by the Zoning Board of Appeals of the comprehensive permit application for 268 units of rental housing at Needham Mews. The Board also oversaw the implementation of newly amended hunting regulations.

Maintain and enhance the Town's Financial Sustainability
The Board participated in a review of the specialized stabilization policies, recommending increased funding and fund targets. Create a super committee to evaluate and make recommendations relative to the financial sustainability of the RTS. FY2013 also saw the implementation of a new financial software system for Town and School operations.

Evaluate Town Operations and Administration
The Town's Website was overhauled to enhance the level of customer service.

COMMISSIONERS OF TRUST FUNDS

Heydon Traub, Vice-Chairman (appointed to serve April 2012 to April 2015)
Joseph P. Scalia, Chairman (elected to serve April 2013 to April 2016)
Barry Coffman, Secretary (elected to serve April 2013 to April 2014)

Our mission as Commissioners of Trust Funds (COTF) is twofold: 1) prudent investment of Needham's various Trust Funds, using a long-term horizon, and 2) prudent disbursement of Trust Funds in a manner consistent with the donor's wishes. Our third goal is to increase the number of assets we oversee, and to prudently grow those assets.

In 2009 and again in 2011, Needham COTF formally updated our endowment investment policy for Trust Funds, specifying a percentage target range of asset allocation among various asset classes. This policy delineates our target asset allocation among various asset classes. Trust Funds are pooled for investment purposes, (yet accounted for separately), which allows for a reduction of management fees and a broadly diversified portfolio, including Fixed Income investments, and Domestic and International Equity securities.

The COTF currently has oversight of 85 trusts. About 50% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About a quarter of the assets in the overall Needham Trusts are for general use purposes of our town Library. The remaining 25% of trusts are for a wide variety of purposes, such as Parks and Recreation, the Council on Aging, Domestic Violence Prevention, the Community Revitalization Trust, Drug and Alcohol Abuse Prevention, and others.

Through contributions to existing trusts, establishment of new trusts, prudent financial management, and modest investment market gains, the Trusts have grown over the past ten years from a total of $2.3 million at the start of fiscal year 2003, to about $5.7million at the end of fiscal 2013.

In complying with the various trust agreements we emulate a time honored practice used by Foundations and Endowments, to disburse approximately 4% of a Trust's balance as appropriate each year, irrespective of the earnings in the prior year. With the goal of realizing a return from our Trust's diversified portfolio in the 6%-8% range per annum over a market cycle, we thus expect the value of the Trusts to grow slightly and preserve the inflation-adjusted value of the Trusts for future generations. This fiscally disciplined approach allows a more predictable annual stream of disbursements, rather than relying on the rate of return in any one particular year, and has been well received by the beneficiaries of the Trusts.

Our third goal is to increase the visibility of the Town Trust Funds. Contributions to existing trusts are always welcome, and a new trust to benefit some aspect of town life can be established for as little as $5,000. The Trust Fund Commissioners continue to seek contributions and bequests from civic minded citizens with a desire to improve our community for present and future generations. We are eager to assist in the establishment of additional trusts, and will work with town residents, estate planners and attorneys to establish a Trust for any worthy civic purpose. A trust is a wonderful way to commemorate an individual, a special event, or to support a designated Town purpose.

We also believe that the Trust Funds' investment strategy could be beneficial to other Needham organizations. For example, funds raised and held in low interest bank accounts, by private and non-profit town groups and organizations, with the approval of Town Meeting, could be moved to the Needham Trust Funds roster and thus take advantage of the lower management fees and investment diversification that the larger pool of assets allows. Please contact the Commissioners or the Town Treasurer's office if you or your organization would like further information about the Town Trusts.

DEPARTMENT OF FINANCE

David Davison, Assistant Town Manager/Director of Finance ***Accounting:*** *Michelle Vaillancourt, Town Accountant; Therese Altieri, Assistant Town Accountant; Lisa McDonough, Administrative Specialist; Suzanna Patch, Accounts Payable Administrative Specialist; vacant , Payroll Administrative Specialist;* ***Assessing:*** *Hoyt B. Davis, Jr. Administrative Assessor; Nancy Martin, Administrative Coordinator; Chikako Park, Assistant Administrative Assessor; Karen Rogers, Department Specialist; Stanley Winston, Data Collector;* ***Information Technology Center (ITC):*** *Roger MacDonald, Director of Management Information Systems; Benjamin Anderson, GIS/Database Administrator; Steve Freeman, Computer Operator; Gabi Gutierrez, Applications Administrator; Matthew Tocchio, Network Manager; vacant , Financial System Application Manager;* ***Office of the Parking Clerk:*** *Tom Leary, Parking Clerk* ***Procurement:*** *Tatiana Swanson, Finance and Procurement Coordinator;* ***Tax Collector and Treasurer:*** *Evelyn Poness, Town Treasurer and Tax Collector; Diane Ryan, Assistant Treasurer and Collector; Kristin Bent, Department Assistant 2; James "Gordon" McMorrow, Department Assistant 1; Marie Northup, Department Specialist; vacant , Department Assistant; Dawn Stiller, Department Specialist.*

DEPARTMENT DESCRIPTION

The Department of Finance consists of the offices of Director of Finance, Accounting, Assessing, Information Technology, Parking Clerk, and Treasurer and Collector. The Department is responsible for the overall financial management of the Town, including advising and updating the Town Manager, Board of Selectmen, Finance Committee, and other interested parties on the Town's financial condition. Services provided include, but are not limited to, preparation of the five-year Capital Improvement Plan, financial status reports, cash management, debt management, property valuation assessments, citizen assistance programs, property tax and utility billing, collection activities, risk management, audit review and internal financial controls. Additionally, the Department oversees Town compliance with the Uniform Procurement Act, and hears appeals on and enforces the collection of parking fines. The Department also provides and supports system-wide applications and the Town's computer network. The Information Technology Center also supports and hosts a number of specific software applications for various functions of municipal government.

The Department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management of the Town's finances including the $124 million general fund budget, $15 million in special revenue, $16 million in enterprise funds (water, wastewater and solid waste), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly and annual reports for Town and School employees. On a weekly basis the Department processes hundreds of invoices for payment to vendors, for services and supplies, procured by Town departments.

PERSONNEL CHANGES

Two new members joined the Finance Department last year, Gabi Gutierrez, as the Applications Administrator for the ITC and Tatiana Swanson as the Finance and Procurement Coordinator. Both positions were recommended by the Town Manager, supported by the Finance Committee as part of its fiscal year 2013 budget recommendation, and funded by Town Meeting. The Applications Administrator provides needed assistance in the growing area of software application support. The hiring of the Applications Administrator matched the implementation phase of the new enterprise-wide accounting and financial software package that the Town procured. The Finance and Procurement Coordinator position was identified as a key position for the Town to provide more focus and direction in complying with the growing changes in the Uniform Procurement Act as well as seeking efficiencies from new opportunities in joint purchasing and electronic workflow. The Finance and Procurement Coordinator also focuses on the property and liability risk management activities and general insurance tracking. The Treasurer/Collector's office saw the departure of part-time department assistant Jane Ounanian who worked with the Town from 2012 to 2013. Cynthia Salamone the payroll administrative specialist in the accounting office took a new position with the Needham School Department in August 2013. The Department also the saw retirement of Larry Weaver from Town service in October 2013. Larry worked with the Town in the information technology area since 1987. Most recently he worked as the Financial System Application Manager. Larry maintained and supported the Town's financial and billing software applications, being a point person in a number of software upgrades, migrations, and conversions during that time. Larry's experience

with COBOL support made it possible for Town departments to obtain various custom reports providing needed information that otherwise could not be obtained from the software. In Larry's last year, he assisted with the succession plan, and helped to make easier, than it otherwise would have been, the transition of the accounting, payroll, accounts payable, and purchasing functions from the SunGard Public Sector software to the Infinitive Visions product from Tyler Technologies. We welcome Gabi and Tatiana, and wish Cindy, Jane, and Larry well with their future endeavors.

FY2013 HIGHLIGHTS

Most budgeted appropriations occur at the Annual Town Meeting which is held in May prior to the start of the fiscal year. Subsequent appropriations and line item amendments are made at a Special Town Meeting usually held in the fall. Often the subsequent actions were known or expected at the time of the Annual Town Meeting, but are not presented or acted upon at that time because additional information or other requisite action was needed. Another action that occurs in May is a Special Town Meeting to act on other requests for budget line item transfers of the fiscal year budget that was coming to a close and sometimes the reallocation of operating resources to capital, other financial warrant articles, and formal reserves. The total General Fund operating budget of $124,482,766 for fiscal year 2013 remained unchanged; however some line item transfers were approved.

The fiscal year 2013 year-end saw General Fund receipts in excess of budget come in at $2.8 million, and budget returns of $2.7 million. However, General Fund revenues in excess of budget were lower than fiscal year 2012 which had approximately $3.1 million, but the budget returns for 2013 were higher than the fiscal year 2012 budget return of approximately $2.4 million.

Actual fiscal year 2013 property tax receipts collected by the end of the year totaled $99,676,528, which was 4.1% more than the prior year. Motor vehicle excise tax reflected the solid local auto sales year and generated $4.6 million in tax receipts, a 6.0% increase over the prior year. Licenses and permits revenue was good and returned approximately $1.9 million, but was 4.2% less than fiscal year 2012. Other General Fund local receipts, excluding non-recurring revenue totaled just under $3.6 million, an increase of 7.8% from last year. The Town received a total of $9,212,185 in Cherry Sheet Aid from the Commonwealth for fiscal year 2013, an increase of $670,134 from fiscal year 2012.

The General Fund operating budget returned $2,672,092 or approximately 2.3% of the total appropriation. The Town realized savings in the group health insurance programs with a budget surplus of more than $822,000 or 8.3% of budget. Town Meeting approved the transfer of $400,000 of this savings to the Town's Other Post-Employment Benefits (OPEB) fund as advance payment towards its unfunded liability. The Reserve Fund returned $551,316, which was a greater return than in recent years, as demands on the reserve were less. The Town also saw a budgetary return of $120,071 in unemployment costs as the amount of claims had decreased as the economy showed signs of improvement. Return of $535,509 from the public safety departments was due in part to a number of vacancies as staff retired and new staff was hired and sent to training. The Needham Public Schools also had a higher dollar return in the amount of $326,896. Although as a percent (0.64%) of the original school budget of $51,112,681 it appears low, it was one of the higher dollar turn backs in several years.

The Town's General Fund unassigned balance showed an increase of $4,303,315 (this compares to an increase of $1,982,894 last year) from $10,846,842 in fiscal year 2012 to $15,150,157 in fiscal year 2013. A major contributing factor to the fiscal year 2013 General Fund year-end balance being higher was due to the lower "Free Cash" amount certified by the Massachusetts Department of Revenue in the prior year. Free Cash is essentially the portion of the General Fund year-end balance that the Department of Revenue considers available for use by the Town. The Free Cash certified in the prior year was $2,153,808; the amount certified this year was $10,133,912. In comparison, during the immediate preceding five years, the average Free Cash amount certified was $4.2 million. The Town, in recognition that the delay in certifying all the funds that could have been certified the year before, and knowing that the total amount that was certified in 2013 was exceptionally high, made plans to ensure that total would not be seen and treated as though it was recurring. The $10 million dollars was the result of two years of activity and some large one-time receipts. The plan was to use most of the funds for capital investment and additional reserves. At the November 2013 Special Town Meeting, Town Meeting appropriated $5,981,564 of the $10,133,912 certified by the Department of Revenue in September. $5,032,357 was appropriated for various capital projects, including $2,729,276 for modular classrooms at the Mitchell School and $650,000 for a study in partnership with the Massachusetts School Building Authority (MSBA) looking to the replacement of the Hillside School. The Town also appropriated $566,530 to its Athletic Facility Improvement Stabilization Fund, an additional $307,677 towards its OPEB liabilities, and $75,000 to the Reserve Fund. The balance of the Free Cash was reserved for the next Annual Town Meeting.

The Town moved forward with a condition assessment of the Hillside and Mitchell elementary schools, and possibly expanding the Pollard Middle School. The Town has filed Statements of Interest with the Massachusetts School Building Authority (MSBA). We believe that at least one of the two elementary school projects will be eligible for financial assistance from the MSBA. The current estimated cost to build the two buildings under the current timeline proposed by the School Department was approximately $100 million.

Over the past two years, the Town has appropriated approximately $3 million for the acquisition of real estate on Lincoln and School streets. The Town purchased the properties of 37-39 Lincoln Street, 51 Lincoln Street, 59 Lincoln Street, and 89 School Street. The four parcels will be used to expand the municipal public parking lots in the business district and provide overflow parking for the Police and Fire stations. In November 2013, Town Meeting voted funding of $1,458,000 for the purchase of another property, 66-70 Chestnut Street, which is adjacent to the current Police and Fire station complex. The purchase of this property keeps open the desire of renovating and expanding the Fire Station Headquarters and Police Station and keeping them centrally-located in Needham Center.

The Town also approved $5,565,100 to improve its St. Mary Street water pump station. This station connects the Massachusetts Water Resources Authority water supply to the Town's water distribution system, and serves as a backup to the Town's own wells. The project is expected to take 18 to 24 months to complete.

ACCOUNTING OFFICE – The process of selecting a new accounting and financial software system began in fiscal year 2012. Hence a major focus of the staff during 2013 was the implementation of the new accounting and financial applications including the conversion of data from the previous system. While keeping pace with the day-to-day work that is done by the

staff, they were directly involved in the analysis, set-up, testing, and the eventual roll out of the new software. This included the general ledger, payroll and accounts payable. The payroll setup included the manual entering of pertinent information, other than the demographic data which was converted, for each of the 825 full-time employees. The staff provided training to employees in other departments on the access and use of the new systems. The accounting office processed a total of 54,860 paychecks/direct deposits during the year. The office reviewed and approved 3,165 purchase order requests during 2013 and received, reviewed, and processed 28,585 invoices from vendors for payment.

ASSESSING OFFICE - The staff is responsible for the administration of a wide range of state laws pertaining to ad valorem taxation. The valuation of all real estate and personal property, as well as the administration and commitment of all motor vehicle excise tax, is done on an annual basis. Information related to all residential, commercial/industrial and personal property is maintained and updated on an ongoing basis. After the Annual and Special Town Meetings are dissolved and the warrants from the County and the State are received, the financial information is processed to prepare tax rate scenarios. The Board of Selectmen, with comment and recommendations from the Board of Assessors, holds an annual tax classification public hearing.

The Assessing Office completed 100% of all the inspections of properties that were issued permits by the Building Commissioner's office, which added new value to the property. All the inspections were completed prior to June 30, 2013, the statutory deadline for the collection of New Growth information for the following fiscal year. There were 1,133 properties inspected during the year. The New Growth value added was $172,855,396 of which $92,906,300 was residential property. The total value of all real, personal and exempt property in Needham for fiscal year 2013 was $8,544,320,450 or 1.79% more than fiscal year 2012.

Of the 10,706 Real and Personal property accounts billed in fiscal year 2013, the assessed value of 60 of those properties, or .005% saw a change in their assessed value through the abatement process which compares to .007% in fiscal year 2012. The average adjustment in tax dollars for fiscal year 2013 was $2,184 compared to $2,223 for fiscal year 2012.

	FY2011	FY2012	FY2013
Single Family	8,346	8,331	8,353
Condominium	772	784	781
Two Family	277	269	273
Three Family	15	16	15
Four + Family	26	25	25
Other Property	5	5	5
Vacant Land	178	174	172
Chapter Land	13	13	13
Mixed Use	24	24	22
Commercial	370	373	382
Industrial	45	43	43
Personal Property	620	587	622

	FY2011	FY2012	FY2013
Total Taxable Value	$7,576,258,088	$7,833,149,550	$7,923,989,930
Value Including Exempt Property	$8,161,130,550	$8,444,116,870	$8,544,320,450

INFORMATION TECHNOLOGY CENTER - During fiscal year 2013 the Information Technology Center continued to support the needs in both hardware and software of the Town's departments. In supporting roughly 300 Information Technology Users and over 350 physical and virtual pieces of hardware the Information Technology Center was in a constant state of motion. The devices are distributed amongst the four major Town facilities (Town Hall, Public Service Administration Building, Public Safety, and The Center at the Heights) as well as many other operational locations around the Town. During fiscal year 2013 the ITC was heavily involved in transitioning the Town's financial and general ledger package from the previous SunGard Public Sector application to Infinite Visions. Weekly meetings throughout the fiscal year helped to ensure that the July 1, 2013 start date was met. The general ledger software implementation included establishing, maintaining, and supporting a new access procedure with School employees so that they can use the new applications. At the same time that the general ledger software was changing, ITC was working with the Town Manager's office staff to upgrade the Town's web site. The ITC also worked with Public Facilities Department during fiscal year 2013 on the Center at the Heights project by providing assistance with the early technology needs for that building during construction. The Needham Connects online work order project was initiated and supported during its initial implementation and completed the first step to connect the Needham Channel into the Town's secondary fiber to improve the broadcast signal from the Town Hall to the Needham Channel.

Every year, fiscal year 2013 being no exception, the ITC was involved in short, medium, and long term internal and external department projects and requests. Often a project starts in one year and continues into one or more years. Some of the projects included the mobile device management solution for smartphones, tablets, and laptops, street tree inventory software, smart board installation at the Public Service Administration Building, catch basin inventory with GIS, SCADA upgrade, water treatment hardware upgrades, snow and ice dispatch center upgrades, Town Clerk's Office data line upgrade, INET upgrade for Needham Police Department, Town of Needham Facebook account, Fire Department dispatch upgrade, police cruiser video capture test project, Emergency Operations Center upgrade, redesign of the VMWare farm, desktop virtualization upgrade, South Street trees GIS GPS capture, and the online payment of water bills.

OFFICE OF THE PARKING CLERK - The Parking Clerk holds weekly hours for hearings and requests are accepted in person, by mail and online. The Parking Clerk maintains ongoing contact with Treasurer/Collector's office staff, the Police Department, the Highway Department, collection service, and parking violators. A fair and impartial process to investigate and resolve disputes is in place. A vigorous program has also been instituted to promptly identify and report parking meters in need of repair to the Highway Department.

During fiscal year 2013 a survey of surrounding communities was conducted to determine whether changes in the parking fines should be recommended. The last change to the parking fines was in 1989. Based on information gained from the survey, and after a public hearing, the

Board of Selectmen approved the proposal to implement changes to increase the fines for most violations from $10 to $15. The new fine structure will take effect in fiscal year 2014.

	FY2011	FY2012	FY2013
Tickets	6,494	4,699	4,231
Appeals	333	250	236
Appeal %	5.1%	5.3%	5.6%

TREASURER AND TAX COLLECTOR OFFICE - The Treasurer's office receives and invests all revenue received by the Town. In maintaining these funds, safety, liquidity, and yield are the basis for all decision making by the Town Treasurer. Safety of Town Funds is of utmost importance. Sufficient balances must be maintained to assure the timely paying of all expenditures including payroll, accounts payable and debt service. Balances in excess of expenditures must be invested in a prudent manner in accordance with state statutes. Due to the instability in the open market even the most conservative investments have limited options. The Department updated the investment policy in 2011 to reflect the changes that have occurred in the market place. The Treasurer earned $84,802.50 in interest income for the General Fund during fiscal year 2013, which was down from fiscal year 2012 which saw $103,129.63 in General Fund interest earnings. Interest rates have fallen to some of the lowest levels in recent history and have remained essentially flat for more than four years. The outlook for fiscal year 2014 shows limited upswing in interest income as interest rates continue to remain below one percent in most instruments that the Treasurer is legally allowed to invest.

During fiscal year 2013 the Treasurer's office, thanks to the generosity of Needham residents, awarded $14,000 in property tax relief to the elderly and disabled to 36 Needham households. The property tax assistance appropriation of $13,353 was awarded to 33 Needham households.

The Treasurer issued $18,189,000 in long term debt and $15,083,125 in short term debt. Also during fiscal year 2013, the Town took advantage of low interest bonds offered through the Massachusetts Water Pollution Abatement Trust to assist in the funding of infrastructure throughout the town in the amount of $6,034,290. The Town submits financial data to Standard and Poor's (S & P) credit rating agency. Once again S & P returned a rating of AAA on all long term debt and a rating of SP1+, the highest rating possible on the Town's short term debt. The total long term debt outstanding as of June 30, 2013 was $100,315,626.

The Treasurer/Collector office also ensures that real estate, personal property, motor vehicle excise, water and sewer assessments were billed timely and in accordance with state statutes. The continued monitoring and pursuit of delinquent accounts was essential to maintaining a strong collection rate. During fiscal year 2013, approximately $116.3 million in billed revenue flowed through the office. The collection rate for all receivables collected by the department remained high. The property tax collection rate remains very strong with more than 98% paid by the due date.

- Real Estate Tax Collections $95.8 million
- Motor Vehicle and other Excise $ 4.6 million
- Personal Property Tax Collection $ 3.6 million
- CPA Surcharges $ 1.7 million
- Delinquent and Deferred Tax Collections (includes penalties and interest) $ 0.3 million
- Ambulance Bills $ 0.6 million

	FY2011	FY2012	FY2013
Sewer and Water Bills Issued	45,641	45,507	45,632
Real & Personal Property Tax Bills Issued	43,402	42,720	42,817
Motor Vehicle Excise Bills Issued	28,096	28,111	28,784
RTS Sticker Applications Processed	9,205	9,123	9,123

Submitted as part of the Annual Town Report and can be found in the appendices are the following fiscal year 2013 reports:

1. General Fund Balance Sheet
2. Statement of Net Assets for each of the three enterprise funds
3. Statement of Budget Appropriations and Expenditures
    a. General Fund
    b. Solid Waste Enterprise Fund
    c. Sewer Enterprise Fund
    d. Water Enterprise Fund
    e. Community Preservation Administrative budget
4. Schedule of Trust Funds
5. Tax Rate Recapitulation as Approved by the Department of Revenue

Finally, if you have any questions or concerns, please do not hesitate to make contact. Members of the Finance Department strive to continue our commitment to improving customer service and seeking better ways to perform our responsibilities and duties.

FINANCE COMMITTEE

Richard Reilly, Chair
Rick Lunetta, Vice Chair
John Connelly
Richard S. Creem
Gary McNeill
Louise Miller
Lisa Zappala
Rick Zimbone
Louise Mizgerd, Executive Secretary

MISSION

Under the Needham By-Laws, the Finance Committee is responsible for recommending a balanced budget to Town Meeting for its consideration and vote. Of equal importance, the Finance Committee makes recommendations to Town Meeting on capital requests and other issues through open discussion and reliance on policies and principles of sound fiscal management. The Committee is mandated by state law

to "consider any and all municipal questions for the purpose of making requests or recommendations to the town." Massachusetts General Laws, Chapter 39, Section 16.

The Finance Committee works cooperatively with the Town Manager each year to recommend a balanced budget to Town Meeting that meets the changing needs of the Town while being fiscally prudent. In order to fulfill its duty of presenting a balanced budget and making capital recommendations to Town Meeting, the Finance Committee asks probing questions of department managers and town administrators. Because requested expenditures often exceed projected revenue, these questions are not only worthwhile but essential to the budget process. The process includes meetings, site visits, research, and analysis on behalf of Town Meeting members and the citizens they represent. The Finance Committee strives to ensure that Needham is secure in its financial integrity, and that the Town can maintain its infrastructure and preserve the essential services which benefit its citizens.

FY2013 HIGHLIGHTS

TAX INCREMENT FINANCING

In the fall of 2013, the Finance Committee focused on the review of a proposed tax increment financing plan. Under the plan, the Town, for a period of 13 years, would forgo a portion of the incremental real property tax on new construction by a private corporation in exchange for an agreement by the corporation to build and expand its presence in Town. The plan provided incentive for TripAdvisor, the well-established travel planning website, to establish its headquarters in the newly renamed Needham Crossing. The Finance Committee determined that the tax increment financing plan would not only generate additional tax income to the Town for this property in the long run, but also that the presence of the high profile company would likely increase interest in other new developments in Needham Crossing. The plan was approved at the November 2013 Town Meeting, and TripAdvisor began the first phase of a large construction project that will culminate with the headquarters moving to a new Needham location and the creation of many new local jobs. The Finance Committee supported the tax increment financing plan, along with commercial zoning changes that are expected to attract more businesses to revitalize the business area and generate further revenue for the Town.

COMMUNITY PRESERVATION EXPENSE PLAN

During FY2013, the Finance Committee Chair and Vice Chair worked closely with the leadership of the Community Preservation Committee (CPC) and stakeholders throughout the Town to establish a working plan to prioritize and strategize for the most effective use of funds collected pursuant to the Community Preservation Act (CPA). CPA funds are collected as a 2% surcharge on property taxes, and supplemented by the state's CPA Trust Fund. CPA funds have the restriction that at least 10% of the funds each year must be spent or set aside for each of the three main purposes of the act: preserving open space, historic resources, and community housing. The CPC reviews applications for projects seeking CPA funding and makes recommendations to Town Meeting. Under the Town By-Laws, the CPC must consult with the Finance Committee as it develops its recommendations. In July 2012, the Community Preservation Act was amended to expand opportunities for using CPA funds for recreational purposes. In light of the expected increase in applications, the Finance Committee encouraged the development of a clear and detailed five-year plan to provide a broader context for reviewing current projects and anticipated future uses for CPA funds. The CPC and the Town Manager, together with the Finance Committee and leadership throughout the Town, developed a broad

plan incorporating the priorities of various groups, the goals of the CPA, and the most prudent use of taxpayer dollars.

FREE CASH

In FY2013, the Town faced the challenge of meeting its capital needs despite a substantial decrease in the level of certified Free Cash. The term "Free Cash" represents the amount of revenue that exceeds the expenses in the prior year. Those funds are certified by the state Department of Revenue after the close of the fiscal year, and then become available for appropriation at Town Meeting. Because of a timing issue on the Town's receipt of reimbursements through a state program, certain funds expected to be certified as Free Cash during FY2013 were delayed. While these funds were fully expected to be certified during FY2014, they could not be appropriated at the Annual Town Meeting in May 2013. This delay did not affect the Finance Committee's recommended FY2014 operating budget, since Town policy limits the use of free cash for ongoing operating needs. However, it did have a significant impact on the Finance Committee's discussions regarding funding of Cash Capital for FY2014, as discussed below.

OPERATING BUDGET RECOMMENDATION FOR FY2014

The Finance Committee once again undertook the budgeting process in a climate of economic uncertainty. On a federal level, automatic spending cuts took effect while the Finance Committee was drafting its recommended budget, and the long-term consequences of the cuts remained unclear. The state government was also facing the possibility of potential cuts in federal aid, which, over time, could be expected to trickle down to municipalities. Within this uncertain environment, the Finance Committee worked to propose a balanced budget for FY2014 that would both fund a comparable level of services for the residents of Needham, and maintain the infrastructure. The Finance Committee began its budget process in December 2012, when Town departmental spending requests and the School Department's initial budget request were submitted to the Finance Committee for review. The Finance Committee held numerous hearings to review each budget request from the Town's departments, boards and committees. As it does each year, the Finance Committee:

- carefully reviewed every spending request on its own merit and with regard to the impact of each request on citizen services and the Town's infrastructure;
- met with the Town Manager, department managers, the Superintendent of Schools, School Committee members, school administrators, and leaders of committees and boards to discuss budgetary needs; and
- held budget hearings with each department and deliberated in depth on all requests.

The Finance Committee's goals and philosophy in reaching a balanced budget recommendation were to:

- Maintain essential services currently provided to citizens and other user groups
- Sustain commitment to infrastructure spending
- Preserve and strengthen financial security
- Encourage long-term planning in all departments
- Evaluate new services and requests

The Finance Committee received the Town Manager's executive budget and revenue estimates submitted on January 31, 2013. The Town Manager's executive budget included a single bottom

line recommendation for the School Department's FY2013 budget. In accordance with the Town by-laws, the School Committee also transmitted its voted budget request to the Finance Committee.

The Finance Committee carefully reviewed and considered both the Town Manager's executive budget, which sets forth the Town Manager's and the Selectmen's priorities for the operation of the Town, and the School Committee's voted budget that was developed in accordance with its own priorities and needs with input from the School Administration. The Finance Committee worked cooperatively with the Town Manager, the Finance Director, and other members of the Town Administration, as well as with the Superintendent of Schools and the School Committee, to balance the needs of the various municipal departments with the schools' needs.

The Finance Committee had detailed discussions and worked diligently to prepare a draft preliminary balanced budget recommendation that would serve the Town for FY2014 and for the long term. The Finance Committee's initial draft budget was submitted to the Town Manager on February 19, 2013. In March 2013, the Finance Committee submitted its final recommended balanced budget and report which were included in the 2013 Annual Town Meeting Warrant. The Finance Committee's recommended FY2014 budget fully funded most municipal budget requests.

The Finance Committee was able to provide funding for a new full time administrator and additional part-time inspection work in order improve the functioning and efficiency of the Building Department. The Committee also recommended additional funding for an important mental health program at the Health Department. The Finance Committee decreased the budget of the Public Facilities Department in order to reflect the continued savings achieved by energy efficiency measures and upgraded heating systems. The Finance Committee recommended keeping Fire Department expenses level once again and funding a much-needed radio receiver through a separate warrant article. The Fire Department's overtime budget was also decreased to reflect anticipated salary savings. The Committee recognized that the Fire Department budget, particularly the operating expenses, could be expected to increase in the coming years. The budget for Public Works' garage supplies was decreased to reflect actual expenditures more closely. This Committee understood that this funding may need to be replaced in the next budget cycle. The Committee reduced the Municipal Lighting budget to reflect a more accurate projection of maintenance work for the year. The Finance Committee recommended some areas of savings to the School Department, and ultimately recommended an increase of 5.6%, driven by contractual increases, growing enrollment, increasing mandates, rising transportation costs, and expanding technology and support needs. The Finance Committee recommends that the School Department maintain its commitment to meeting Special Education needs within the district when possible and to containing escalating transportation costs. As a result of the various departmental adjustments, the Finance Committee was able to recommend a budget to Town Meeting that was balanced and fiscally sound, reflecting improved efficiencies and services.

The Finance Committee continues to pay close attention to the area of post-retirement employment benefits. The Town is diligently working toward fully funding future obligations. The Committee met with a consulting actuary to discuss the Town's efforts to fund pensions and other post-employment benefit (OPEB) plans. While the Town has made better progress than most other local communities in funding these liabilities, the Finance Committee supports further funding these liabilities, when possible, to reduce long-term costs. To that end, at the Special

Town Meeting in May of 2013, the Finance Committee recommended a FY2013 budget amendment that would apply $400,000 savings realized from a change in health insurance plans to further fund OPEB liabilities. Town Meeting approved this action which will increase the OPEB funded ratio and is expected to result in substantial savings in OPEB liability over time.

CAPITAL SPENDING RECOMMENDATIONS FOR FY2014

The Finance Committee received the Town's Capital Improvement Plan for FY2014 – FY 2018 on January 8, 2013. The Town's annual capital spending is funded from three distinct fiscal sources: Free Cash, debt within the tax levy, and excluded debt. As described above, Free Cash is a source of funds generated from unspent appropriations in a previous year. The level of Free Cash that was certified and available for appropriation for Fiscal Year 2014 needs was $2,153,808, a substantial decrease from the average of over $4 million for the prior three years. As a result, the Finance Committee reviewed all cash capital requests in the spring to determine which items should be recommended for funding in FY2014. In reviewing the full list of cash capital requests, the Finance Committee recommended that the first items funded should be those items which presented issues of public safety or for which the timing of the expenses was a significant factor. If cash capital requests were deemed priority needs but were items that could be held off until the latter part of FY2014, the Finance Committee recommended that Town Meeting plan to fund the additional recommended items at a Special Town Meeting in the fall of 2013, when it was expected that the next round of Free Cash would be available for appropriation. Ultimately, at the 2013 Annual Town Meeting, the Finance Committee recommended appropriating just over $1 million for the first part of funding for FY2014 Cash Capital needs, with the expectation of funding an additional $1.7 million in FY2014 capital needs with Free Cash available in the fall.

FUTURE CHALLENGES

During FY2013, economic indicators showed improvement, but the economy was still recovering from the downturn five years earlier. The Finance Committee projects increases in FY2014 for all three major sources of Town revenue: property taxes, state aid, and local receipts. The Finance Committee is hopeful that property taxes will continue to grow steadily due to new growth added to the tax base, such as new projects at Needham Crossing. The demand for Town services has continued to increase, particularly in the schools. The state has restored much of the Circuit Breaker Special Education funding and has indicated an intent to keep that a priority. Local receipts are expected to be strong in FY2014, in part because of increased permitting fees, though that may provide only a short-term revenue increase.

The Town infrastructure needs continue to grow due to new and expanded buildings, property acquisitions, and improved recreation areas. The new Senior Center building was scheduled to open in early FY2014. The Town also anticipates several major school building projects in the next decade. In order to maintain the growing infrastructure and a consistent level of services without burdening future generations, the Town remains committed to achieving sustainability in its budgeting. The goal is to balance the Town's current needs with the goal of long-term sustainability. The Finance Committee adheres to a policy that operating budgets should be funded with recurring sources of revenue, while non-recurring revenues should be spent on one-time capital expenditures and reserve deposits. The Finance Committee also encourages the Town to continue to assess which services are dependent on external funding and to incorporate the services that are integral to the Town into the annual operating budget. The Finance

Committee urges the Town to be cognizant of new technologies that could lead to efficiencies, as personnel costs are the prime driver of the Town's expenses.

In budgeting for FY2014, managers were again asked to submit budget requests for level, and not expanded services. They were asked to base their budget requests on known obligations, or on actual experience in the past year, or an average of the last several years. The Finance Committee found that spending requests overall were carefully considered and mindful of the need for fiscal restraint. The Finance Committee notes that personnel costs remain a significant part of the budget, and commends the Town Manager's efforts to restrain those costs, particularly legacy costs, where possible. The Committee also lauds the continuing progress made toward funding outstanding pension and OPEB liabilities. The Committee encourages the Town to seek ways to constrain certain escalating costs, including certain departmental overtime and school transportation costs, to ensure sustainability going forward.

The Finance Committee remains committed to working with the Town Manager, Board of Selectmen, School Committee, School Superintendent, Town Administration, and Department Managers in order to encourage careful long-term planning. The Finance Committee believes that long-term planning efforts can help prepare for any challenges that may lie ahead.

The Finance Committee deliberates the operating and capital budgets fairly and openly at all times. The Committee meets most Wednesdays from September through June, and the public is encouraged to attend any meeting. The meetings are posted with the Town Clerk at Town Hall. Members of the Committee are appointed by the Town Meeting Moderator. Each Finance Committee member dedicates countless hours in arriving at a budget that is a fair and equitable to recommend to Town Meeting. The Committee further believes that its independent and objective recommendations help make Needham a vibrant and secure place to live.

LEGAL DEPARTMENT

David S. Tobin, Legal Counsel

PURPOSE

The Legal Department of the Town of Needham provides Legal advice to the Town Departments, attends all sessions of Town Meetings and Selectmen's Meetings, and meets with other Boards when requested. The Legal Department drafts and approves all contracts when requested, represents the Town in the courts and before administrative agencies, and assists in the drafting of legislation, by-laws and regulations.

FY2013 HIGHLIGHTS

During Fiscal Year 2013, commencing July 1, 2012 and ending June 30, 2013, in addition to the advice given to Town officials on a daily basis, Town Counsel accomplished the following:

Town Counsel represented the Town, its boards and/or officers and employees in various courts and before various administrative agencies. It handled all related litigation matters, unless covered by a contract of insurance.

Town Counsel negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Board of Selectmen, Finance Department, Permanent Public Building Committee, School Department, Department of Public Works, Planning Board, Board of Health, Police Department, Fire Department and Conservation Commission. Town Counsel provided legal assistance in the acquisition, disposition and rental of town owned land

The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose.

The Legal Department engaged and worked with outside counsel to represent the town in the following matters:

- Labor relations
- Cable Television
- Environmental matters

FY2014 FORECAST
In Fiscal Year 2014, Town Counsel shall continue to provide legal services to town agencies at a reasonable cost.

MODERATOR

Michael K. Fee, Moderator

Department Staff: None
Budget: Zero

MISSION
The Town Moderator presides over Needham's representative Town Meeting, a "citizen legislature" which under Massachusetts law and our Town Charter holds the ultimate authority over all municipal affairs. For example, Town Meeting must decide each year how much money will be spent on all Town services, including schools, public works, and public safety as well as how much will be spent on our public facilities. Town Meeting's approval is also required to adopt or amend zoning by-laws, general by-laws and at least two-thirds of the Town Meeting must approve the issuance of bonds and the corresponding assumption of long-term debt. In short, all of the law-making and appropriation power of the Town lies with Town Meeting.

FISCAL YEAR 2013 HIGHLIGHTS
- Our Town Meeting convened three times in FY 2013, once at a Special Town Meeting on October 29, 2012, another Special Town Meeting on December 3, 2012, and at our Annual Town Meeting in May 2013 (which included a Special Town Meeting). All meetings were held at James Hugh Powers Hall in Needham Town Hall.
- The October Special Town Meeting addressed a 17-article warrant acting on many significant requests, including a number of capital projects.

- The December Special Town Meeting was an unusual one-article meeting. The lone article asked Town Meeting to approve a Tax Increment Financing (TIF) Agreement that had been negotiated by the Town and Trip Advisor. The property tax incentives provided in the TIF agreement paved the way for the relocation of Trip Advisor's corporate headquarters to a newly-constructed campus in Needham.
- During the Annual Town Meeting in May 2013, Town Meeting Members acted on a Warrant containing 42 articles and worked through an operating budget for Fiscal Year 2013 that authorized over $122 million in expenditures for our town.
- The Special Town Meeting held within the Annual Town Meeting in May addressed 10 articles, including an amendment to the TIF Agreement approved by Town Meeting in December 2012..
- Town Meeting Members have now had access to the "Needham Town Meeting Handbook" that I authored and distributed with financial assistance of the Richard Patton Melick Foundation for over ten years. The Handbook appears to have improved the Town Meeting Members' knowledge of our procedures and rules. The Town Meeting Handbook is accessible on the Town website and the implementation of a town government web site has increased the flow of information to Town Meeting Members, including electronic access to the meeting warrants and supporting materials.
- Prior to the Annual Town Meeting in May, Warrant Meetings sponsored by the Needham League of Women Voters were held at the Pollard Middle School. The League helped arrange and publicize an orientation session that I conducted for newly elected Town Meeting Members. In May 2012, approximately 20 newly-elected Town Meeting Members I have also continued my participation in the Massachusetts Moderators Association, where I have access to the best practices employed by Moderators around the Commonwealth.

The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report for FY 2013. Any expenses I incur, such as the preparation of educational materials, dues to the Massachusetts Moderators Association and travel to meetings is paid for with personal funds.

I encourage town residents to become involved in some aspect of our community government, including running for a position as a Town Meeting Member. In addition, ample opportunities are available for service on one of our numerous volunteer committees. The Moderator appoints all members of the Finance Committee and the Personnel Board and several members of other boards and committees, including the new Community Preservation Act Committee. I am proud of the citizens I have appointed to serve their fellow citizens in various positions during Fiscal Year 2013. Any citizen who wishes to be considered for a position on one of these bodies should feel free to contact me.

NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

Retirement Board
Evelyn Poness, Chair
Kate Fitzpatrick
John Krawiecki
Robert Mearls
Thomas Welch
Department Staff
Maryclare Siegel
Mary Gerber, *Administrative Assistant*

Instituted in 1937, The Needham Retirement System is a member of the Massachusetts Contributory Retirement Systems and is governed by Chapter 32 of the Massachusetts General Laws. The System, governed by a five member Board, is a fund of $112.8 million. The five members include two appointed by the Town, two elected by the members and retirees, and a fifth member chosen by the other four members with the approval of the Public Employee Retirement Administration Commission. The Board meets on the second Wednesday of the month.

The Board is responsible to its members, the employees of the Town, for the investment of their retirement funds, to inform them of their rights to retirement benefits, and convey any changes in the law which may impact benefits. Prudent cash management and conservative investment of funds has provided a net increase of $9.7million since we joined the Pension Reserves Investment Trust in June 1985.

Membership in the plan is mandatory immediately upon commencement of employment for all permanent employees working a minimum of twenty hours per week. The plan is a contributory defined benefit plan covering all town employees deemed eligible by the retirement board, with the exception of School Teachers. Needham Teachers are administered by the Teachers' Retirement Board. Active members contribute 5, 7, 8, or 9% of their regular compensation. This is determined by the date upon which the employee becomes a member of the System.

Members become vested after ten years of service. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, salary and group classification. For those entering public service in Massachusetts as of April 2, 2012, there will be changes to the retirement calculation with regard to age factors, minimum age for retirement and the use of the highest five year average annual rate of regular compensation.

The Town annually appropriates the amount determined by an independent actuarial study, which incorporates current and future pensions costs. The Board has accepted a new actuarial study as of January 1, 2012. Needham's pension obligation will be 100% funded by the year 2030.

PERSONNEL BOARD

John Dennis, Chairman
Patricia Forde, Vice Chairman
Joseph Herlihy
Vivian Hsu
Richard Lunetta

Department Staff
Elizabeth Dennis, Director of Human Resources

PURPOSE/MISSION/AUTHORITY

The Personnel Board is a five-member Board appointed by the Town Moderator. The Personnel Board advises the executive branch on strategic human resources and collective bargaining matters. In its duties, the Board is assisted by the Director of Human Resources. The Board works closely with the Town Manager during the development of the classification and compensation plans and personnel policies and making recommendations to Town Meeting as it deems appropriate. The Personnel Board adopts and amends personnel policies on an ongoing basis.

FY2013 ACCOMPLISHMENTS AND ACTIVITIES

In Fiscal Year 2013, the Board continued its regular duties by approving a position title change from Inspector of Buildings to Building Commissioner. No classification change was recommended or approved; reviewing and adopting the provisions of a memorandum of agreement with the fire unions with the movement of the members to the so-called Rate Saver health insurance plans, a three-year health reimbursement arrangement, and reformatting of the wage scale; and approved the creation of four new positions, Finance and Procurement Coordinator, Assistant Building Commissioner, Assistant Executive Director for the Council on Aging (replacing the former Associate Director position in this department) , and Playground Maintenance Specialist which is a part-time seasonal position in the Park and Recreation Department. The Board also approved the separation of duties for the Administrative Specialist positions in the Zoning Board of Appeals and the Conservation Division and authorized the creation of position descriptions for each.

Board members also established and voted the salary for elected officials as well as approving the compensation tables for both full and part-time employees and a listing of employment position titles for FY 2014. Ongoing review of revised personnel policies continued.

In the performance of its duties, the Board has a Recording Secretary, Ms. Betsy Spiro, who takes minutes of meetings. The Board would like to thank Ms. Spiro for all of her hard work and dedication.

PLANNING & COMMUNITY DEVELOPMENT

SECTION CONTENTS:

- Conservation
- Council of Economic Advisors
- Planning
- Zoning Board of Appeals

RIDGE HILL – 463 Charles River Street

PUBLIC SERVICES ADMINISTRATION BUILDING – 500 DEDHAM AVENUE

CONSERVATION

Lisa Standley, Chair
Paul Alpert, Vice-Chair
Janet Bernardo
Artie Crocker
Stephen Farr
Peter Oehlkers
Sharon Soltzberg
Marsha Salett (Term expired in2013)
Dawn Stolfi Stalenhouse
(Resigned in 2013)

PURPOSE

The Needham Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to staggered three-year terms. The Commission is responsible for administering the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131 Section 40) and the local Wetlands Protection Bylaw (Needham General Bylaws Article 6). The Commission receives and reviews applications for projects involving work within or within one hundred feet of wetlands, streams, ponds, or within 200 feet of perennial rivers and streams. In addition to their statutory obligations, the Conservation Commission undertakes broader environmental and land-management functions including:

- Managing Town-owned Conservation Land including the 362 acres at Ridge Hill Reservation.
- Promoting the protection of additional open space through conservation restrictions, land donations and purchases.
- Educating the public about the importance of protecting wetlands and other open space.
- Advising and collaborating with other Town Boards and Committees on matters pertaining to use, management and protection of the Town's natural resources and open space.

The Conservation Commission is assisted by the Conservation Division within the Town of Needham Community Development Department and includes a full-time Director of Conservation, a part-time Conservation Specialist and a part-time Administrative Assistant.

FY2013 ACTIVITIES AND ACCOMPLISHMENTS

Over the course of the year, the Commission continued to see a steady flow of applications primarily for the construction of single-family homes and additions. There were few more complex construction projects such as the DPW Salt Shed and maintenance building. During FY2013, the Conservation Commission met formally a total of twenty-three (23) times and held a total of thirty-four (34) public hearings (refer to Table 1).

Table 1: FY 2013 Conservation Commission Application Filings & Requests

Type of Application Filing/Request	Number
Notice of Intent[1]	23
Request to Amend Order of Conditions[1]	4
Request for Determination of Applicability[1]	6

Abbreviated Notice of Resource Area Delineation[1]	1
Extension Permit	1
Emergency Certification	1
Certificate of Compliance	30
Minor Modification Request	24
Enforcement Order	10
Trail Maintenance Notification Form	5
DPW Generic Permit Activity Notification Form	4
Exemption Letter	12
Conservation Restriction	0
Notice of Non-significance	0
TOTAL	**121**

[1]Filing involved a public hearing

In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to modify, extend or close out existing permits. The Commission handled fifty-five (55) of these requests during this fiscal year. The Conservation Division also coordinates with the Town of Needham Department of Public Works and Public Facilities, and provides professional expertise on town projects in a growing and more restrictive environmental regulatory time period. Finally, for that small percentage of projects that occur within the Commission's jurisdiction without obtaining a permit in advance, the Commission is responsible for pursuing enforcement to bring such sites into compliance with the state and local wetland regulations. In FY2013, ten (10) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.

In its role as land manager, the Conservation Commission continued its ongoing work to implement the Comprehensive Master Trails Plan. In cooperation with the Trails Advisory Group (TAG), the Conservation Commission has made tremendous progress over the last year in implementing the priorities of the Master Plan including installing trail signs, kiosks, continuing the trail steward program and improved trail maintenance. With the use of approved Community Preservation Act funding, the Commission completed design for the Swamp Trail (now renamed the Fuller Trail) Boardwalk and Charles River Trail Bridge Replacement Projects. The Commission has partnered with Eagle Scouts Award applicants and the Town of Needham Forestry Department to complete maintenance of several Ridge Hill Reservation and Mitchell School trails. With the assistance of Exchange Club members, the Commission completed construction of the Esker Trail loop. The Commission also completed several maintenance projects at Ridge Hill Reservation, including installing a gate at Cartwright Road and repairing the stone wall on Charles River Street.

Members of the public enjoying a guided walk at Ridge Hill Reservation (photo by Janet Bernardo).

The Commission encourages the involvement of all interested Needham residents in helping to preserve the natural resources of the Town and expand their use and appreciation. The Commission generally meets the second and fourth Thursday of each month at 7:30 p.m. and all Needham citizens are invited to attend.

COUNCIL OF ECONOMIC ADVISORS

Matthew Talcoff (Chair)
Glen Cammarano
Maurice Handel
Thomas Jacob
Janet O'Connor
Martin Jacobs
Robert Hentschel
Michael Wilcox
Bruce Herman
Elizabeth Grimes
Bill Day
Brian Nadler
Matthew Borrelli
Walter Collins
Damon Borrelli
Devra Bailin, Economic Development Director, staff liaison

PURPOSE

The CEA was established by the Needham Board of Selectmen ("BOS") to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses. The CEA studies issues and makes proposals to the BOS to foster growth and economic development in Needham. It works closely with the Director of Planning and Community Development and the Planning Board to effectuate zoning changes necessary to implement economic goals.

FY2013 HIGHLIGHTS

In prior fiscal years, the CEA studied and initiated changes to NEBC use and dimensional zoning to allow greater flexibility in uses and greater density and height, which changes were recommended by the BOS and Planning Board and adopted by Town Meeting. These changes enticed TripAdvisor to return to Needham and resulted in an historic first Tax Increment Financing to be approved by Town Meeting this fiscal year.

Continuing its efforts to increase Needham's visibility along Route 128, the CEA studied and proposed dimensional changes to the Mixed Use-128 district to increase height and density along the highway, which amendments were adopted by Town Meeting this year. These changes, like those in the NEBC passed in prior fiscal years, included flexibility for development by allowing a discretionary waiver of up to 25% of all dimensional requirements (other than height) by special permit. The CEA continues to work with the Planning Department to allow residential development in the district, especially along the River.

The CEA, based on the work of its Wine Shop Subcommittee, recommended allowing retail sales of alcohol in Needham. After Town Meeting in the spring of 2012 approved the submission of a Home Rule Petition allowing such uses, the voters in November 2012 approved it and paved the way for the BOS's granting of five retail alcohol licenses in January of 2013. The CEA is currently recommending approval of changes which will allow restaurants with under 100 seats to apply for and receive full alcohol licenses.

The CEA has made the streamlining of permitting a priority. In June of 2012 the CEA proposed the Insignificant Modification Policy which was adopted by the Planning Board, which allowed such changes to be made to Site Plan Review Special Permits and Special Permits administratively. (Last year, the CEA recommended a zoning amendment to allow the Planning Board to make use determinations where the By-Law did not expressly call them out, which amendment was approved by the Planning Board and then Town Meeting.) Through its Downtown Subcommittee the CEA continues to work with the Planning Department and the Planning Board to implement additional changes to create a less cumbersome permitting process. The CEA recommended and worked with the Design Review Board and the Building Inspector to streamline the permitting of signs and to allow greater flexibility in signage. The changes were adopted by Town Meeting this year.

The CEA through its NEBC Branding and Marketing Subcommittee obtained private funding (accepted by the BOS as a gift) in July of 2012 to hire a consultant to assist the CEA with the renaming and branding of the NEBC. In December of 2012, the CEA recommended to the BOS "Needham Crossing" to replace the generic NEBC, which the BOS approved. The CEA continues to work on the logo to be associated with the new name and will make its recommendations to BOS next year.

The CEA also established as a priority the support of the Discover Needham Local First campaign initiated by the Needham Business Association to support independent locally-owned businesses in Needham. The CEA applied for participation in the Babson College Management Consulting Field Experience Program to create a marketing plan for the Downtown. The Application was accepted and the Economic Development Director will work with the Babson students to complete the project in December of 2013. The CEA will review and propose implementation of changes.

PLANNING DEPARTMENT

PLANNING BOARD
Bruce T. Eisenhut, Chairman
Sam Bass Warner, Vice-Chairman
Martin Jacobs
Jeanne S. McKnight
Ronald W. Ruth

DEPARTMENT STAFF
Lee Newman, Director of Planning and Community Development
Alexandra Clee, Assistant Planner
Devra Bailin, Director of Economic Development

PURPOSE

The Planning Board is charged with broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner. Specifically, the Planning Board is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., Chapter 41, Section 81-K to 81-GG) and of the Zoning Act (M.G.L., Chapter 40A). These legal responsibilities are reflected locally in the Subdivision Rules and Regulations and Procedural Rules of the Planning Board and in the Town's Zoning By-Law. The specific services that the Planning Board provides are as follows:

- **Review and approval/disapproval of**
  - Approval-Not-Required (ANR) Plans
  - Preliminary Subdivision Plans
  - Definitive Subdivision Plans, including ongoing administration
  - Site Plans of certain larger developments (major projects)*
  - Residential Compounds (RC's)*
  - Scenic Road Applications
  - Outdoor Restaurant Seating Applications
  - This includes Special Permit Decisions, with legal notices, public hearings, and written decisions; similar statutory procedures are followed for Definitive Subdivision Plans.
- **Review and advisory reports on**
  - Site Plans of certain smaller developments (minor projects)
  - Applications to the Board of Appeals for variances and special permits
  - Petitions for acceptance/discontinuance of public ways
- **Initiation, Development, and Presentation of Proposed Zoning Amendments to Town Meeting**
- **Preparation and Maintenance of a Master Plan** and related planning studies to guide future physical growth and development in Needham (including studies referred to the Board by Town Meeting)
- **Revisions to "Subdivision Regulations and Procedural Rules of the Planning Board" and printing of the same**
- **Reprinting of Town Zoning By-Laws and Zoning Map**
- **Provision of Information on Planning, Zoning and Development matters to the public (including residents, developers, and other government agencies)**

It is important to note that if these services were not performed, the Town of Needham would be without the administration of land use planning and zoning regulations, and may be subject to lawsuits from private developers and citizens alike.

FY2013 ACCOMPLISHMENTS AND ACTIVITIES

Fiscal Year 2010 saw the creation of a Planning and Community Development Department. Previously, the four community development and land use functions had been performed in three Departments namely, Planning, Conservation, and the Board of Appeals. Under this reorganization the Planning and Economic Development functions were retained under a singular budget and the Conservation and Zoning Board of Appeals budgets were combined to create a new "Community Development" budget. A Director of Planning and Community Development was appointed with oversight of both the Planning budget and Community Development budget. Finally, a new Administrative Assistant position was created to support the Planning, Economic Development, Conservation and Zoning functions of the Department. The goal of the reorganization was to meet the identified needs of the then existing departments, to improve operational efficiency, and to enhance service delivery.

In Fiscal Year 2013, the Department secured funding through CPA for a part-time Community Housing Specialist. The Housing Specialist will be added to the Planning division of the Department to provide administrative and technical support relating to affordable housing issues, to coordinate the efforts of various town boards and committees in the development of affordable housing initiatives, and to assist in the implementation of the Town's Community Housing Plan.

In its capacity as a special permit granting authority, the Planning Board processed 15 new applications as "Major Projects" under the Site Plan Review By-Law and issued 13 amendments on previously approved "Major Projects". In addition, the Board processed 1 subdivision plan and a total of 7 plans were endorsed "Approval-Not-Required (ANR)" under the Subdivision Control Law, meaning that the lots created or altered on such plans met minimum frontage requirements.

The Board of Appeals referred 26 applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals.

During the fiscal year the Department continued its practice of tracking the turnaround time required for its Major Project Site Plan Special Permits and subdivision applications as a way of monitoring the effectiveness and timeliness of our permitting process. Within the monitoring period, the Department tracked the time that elapsed between filing an application and scheduling a public hearing; between the close of the public hearing and the issuance of the Certificate of Action; and between the Board's action and the filing of the written decision with the Town Clerk. The goal was to schedule a public hearing within 5 weeks of receiving an application; to issue a special permit decision or subdivision decision within two weeks of the close of the public hearing; and to file the written decision within 5 business days of permit issuance by the Board. The articulated goals were met for all three studied criteria in Fiscal Year 2013. During the affected time line 15 new Special Permit applications and 1 Subdivision application were processed. Public hearings were held on average within 28 days of application

receipt, decisions were issued within 7 days of the close of the public hearing, with written decisions filed with the Town Clerk within 5 days of permit issuance. Total average time required to process an application was 48 days with a minimum of 28 days and a maximum of 87 days.

A planning study focusing on the New England Business Center (NEBC) was initiated in Fiscal Year 2011. The 215-acre NEBC is the economic powerhouse of the Town of Needham. In Fiscal Year 2010, the NEBC provided 57 percent of all tax revenue that came from commercially and industrially classified properties in Needham. The study's objective was to identify a balanced plan appropriate to: (1) expanding the type of allowable uses and mix of commercial uses within the NEBC so that the park can respond to market demands and fulfill its development potential; (2) expanding the allowable amount of retail and/or other consumer uses and/or restaurant uses on the first floor of multi-floor developments; (3) analyzing which, if any, existing dimensional controls are restraining development, either prohibiting it altogether on smaller lots or not providing sufficient financial incentive to encourage development; and (4) assessing what the traffic and other impacts are of various levels of different uses and/or mix of uses and/or regulatory changes increasing the density of development so that a proper balance can be reached between appropriate fiscal incentives and acceptable levels of impacts on our community. The first phase of the study was completed in FY2011 and recommended changes in the use profile for the park including the expansion of the allowed mix of retail, restaurant and consumer services on the first floor of multi story buildings and the clarification of certain permitted medical uses. Said zoning changes were presented to and adopted by the May 2011 Annual Town Meeting. Phase 2 of the study which relates to dimensional changes was not complete at the time of the May 2011 Annual Town Meeting. Accordingly, the Planning Board advised Town Meeting that it would be back in the fall of 2011 with respect to the NEBC recommended dimensional zoning changes. Said changes were presented to and adopted by Town Meeting in the fall of 2011 and removed dimensional requirements that were providing impediments to development in the NEBC. The changes included reductions in front yard setback and open space requirements along with increases in permitted maximum lot coverage, height and floor area ratio standards. Said adjustments permit greater flexibility, especially when coupled with a general provision granting discretion to the Planning Board to relax dimensional requirements (except height) up to 25% after making specific findings as to the propriety of the waivers as to a particular project and location. Successful office parks, such as those located in Waltham, Lexington and Burlington, have flourished due to the flexibility of their zoning provisions. In order to foster economic growth, the Town has now incorporated into its zoning code the flexibility required to compete with other communities for development.

The strategy noted above for the NEBC district has proved successful. In April of 2012, the Planning Board approved the first major redevelopment project in the district namely the Marriot Residence Inn, a hotel comprising approximately 89,740 square feet and containing 128 guest units, approximately 13,240 square feet of conference/function space, a guest dining area, lounge/bar, indoor pool, exercise room and other hotel amenities, parking for 140 vehicles, landscaping and associated improvements. The hotel was completed in September 2013 and is now fully occupied. Also approved were four office/research and development buildings having a total square footage of 740,000 square feet, two parking garages (Garage A to contain 580 parking spaces; Garage B to contain 2,040 parking spaces) the latter to be constructed in phases,

114 surface parking spaces and associated infrastructure, improvements and landscaping. Construction of the first building with tenancy planned for Trip Advisor began in October 2013.

To support the development of the NEBC district and provide the required infrastructure, the Department continues to work closely with the City of Newton in relation to the Needham Street/Highland Avenue corridor project, as well as with respect to mass transit uses of the abandoned MBTA rail bed at that locale. We anticipate working together on grants to explore the feasibility of the latter and on pressing for completion of plans for and funding of improvements along the corridor of the former. The Director of Economic Development has been appointed to serve on the 128 Business Council Board of Directors, which may assist in those efforts.

A comprehensive planning study focusing on improving and enhancing Needham Center was completed in FY2009. The planning effort engaged the Town, including municipal officials, citizens, business interests, property owners, and, where appropriate, federal and state transportation agencies, in a focused and prioritized planning effort to improve the downtown area. To assure that Needham Center continues to serve its important social and economic function, the comprehensive planning process achieved two primary objectives: 1) developed a cohesive comprehensive plan for the future of Needham Center, which addresses the land use, infrastructure, parking and traffic issues; and 2) educated and involved the community during plan development to assure a planning effort supported by a broad range of community representatives. Zoning, land use, and dimensional regulations such as height, setbacks and FAR were addressed, as well as parking, finance, marketing and other aspects of creating an attractive context for investment in a mixed-use center. Warrants for zoning changes based on the plan were presented and adopted at the Annual Town Meeting in May of 2009. Construction of the first mixed-use building authorized under the new Needham Center Overlay District was initiated at 36-58 Dedham Avenue in June of 2013. The building comprises 3+1 stories and will have a finished height of 48 feet. The first floor of the building comprising 2,379 square feet will be utilized for retail purposes and the second, third and fourth floors comprising 17,068 square feet will be utilized as dwelling units. The development will include ten residential units with one of those units designated as affordable. Implementation of the Needham Center Plan and its recommended next steps agenda remains one of the primary goals and functions of the Department.

The Town continued its membership in the Metro West Housing Consortium, which includes Bedford, Belmont, Brookline, Concord, Framingham, Lexington, Lincoln, Natick, Sudbury, Newton, Waltham, Wayland and Watertown. HUD allocated approximately $1 million to the consortium for the development of low and moderate-income housing in Fiscal Year 2013. As anticipated FY2004 through FY2008 consortium funds ($260,000) were utilized at High Rock Homes, where the Housing Authority, with technical support from the Planning Department, oversaw the replacement of approximately 20 of the 80 existing single-family homes with newly built two-family townhouses on the same lot. Construction of this project, which began in FY2008, was completed in FY2009. FY2009 through FY2013 consortium funds ($280,000) have been allocated to the Charles River Center for the construction of a group home at 1285 South Street. The home will serve individuals with development disabilities. Construction of this new group home is underway with occupancy planned for December 2013.

The key challenges facing the Planning Board and Department over the course of the next five years will be securing the successful implementation of the Needham Center Plan and the Land Use and Zoning Plan for the New England Business Center. The State has made mixed-use smart growth development, as envisioned in the Needham Center plan, a priority and has provided the financial assistance required to secure its implementation. Ensuring that Needham takes advantage of its key strategic advantage, namely, four commuter rail train stations, to access those funds and to promote plan objectives remains a key priority and challenge. Additionally, unlocking the economic potential of the New England Business Center remains an overarching goal of the Board and Department.

As relates Needham Center, the Department is currently assisting the Downtown Streetscape Working Group in the development of a comprehensive plan for streetscape improvements in Needham Center. Consistent with the Design Guidelines and the Downtown Planning study, the Committee has focused its attention on identifying a range of recommended infrastructure and aesthetic improvements to the downtown area designed to create a distinct identity and sense of place. The Town has planned for this re-development of the Needham Center infrastructure and streetscape through Chapter 90 funds which have been earmarked for this purpose. It is anticipated that the completion of the streetscape plan and its implementation will lead to a remake of sections of Great Plain Avenue, Highland Avenue, Chestnut Street, Dedham Avenue, and Chapel Street over the next decade.

As relates the New England Business Center, the Department continues to work with major New England Business Center developers to foster economic development and to identify and secure associated state infrastructure grants. Further, the Department remains committed in its effort to renew and foster its work with the City of Newton in relation to Needham Street improvements and mass transit uses of the abandoned rail bed.

In closing, the Planning Board welcomes your participation in any of its meetings and, in particular, your expression of agreement or disagreement on positions the Board has chosen to take regarding the development of the Town.

ZONING BOARD OF APPEALS

ZONING BOARD OF APPEALS
Jon D. Schneider, Chairman
Jonathan D. Tamkin, Vice Chairman
Howard S. Goldman, Member
Kathy Lind Berardi, Associate Member
Peter Friedenberg, Associate Member

DEPARTMENT STAFF
Sheila Page, Administrative Specialist

PURPOSE
The Zoning Board of Appeals is a quasi-judicial body. The Board serves the community by hearing and making decisions on applications for 40 B comprehensive permits, special permits, variances and; hears appeals to Building Commissioner Decisions. The Board judiciously renders decisions by applying Massachusetts General Laws and the Town By-laws. The Board of

Appeals consists of three regular members and two associate members appointed by the Board of Selectmen as authorized and established by General Laws, Ch. 40A, the Home Rule Charter Act and Article VIII of the General By-laws.

FY2013 STATISTICS

The Board met thirteen times this fiscal year and heard requests for 19 special permits and one variance and one appeal of the Building Commissioner's decision. Three additional applications were withdrawn. The Board approved a landscape plan for a previously granted, by appeal, 40B affordable housing comprehensive permit for Webster Street Green at 28 Webster Street and granted a 40B affordable housing comprehensive permit for Greendale Village at 900 Greendale Avenue. And finally, the Board opened the 40B comprehensive permit hearing for Greendale Mews at 692 & 744 Greendale Avenue for 300 units which continued into fiscal year 2014. The Board of Appeals, the permit granting authority in the 40B comprehensive permit process, carefully hears testimony, reviews evidence, and sought advice from Town staff and Boards to create the best possible outcome for the Town.

PUBLIC SAFETY

SECTION CONTENTS:

- Building Department
- Fire Department
- Police Department

FIRE DEPARTMENT

88 CHESTNUT STREET

POLICE DEPARTMENT

99 SCHOOL STREET

BUILDING DEPARTMENT

David A. Roche, Building Commissioner
Stephen A. O'Neill, Asst. Building Commissioner
Lawrence E. Lench, Local Building Inspector
Henry L. Fontaine, Local Building Inspector
William A. Kinsman, Plumbing & Gas Insp.
Scott W. Chisholm, Wiring Inspector
Christina D. Hooper, Administrative Specialist
Adrianne A. Banks, Department Assistant

PURPOSE

It is the objective of the Building Department to ensure the quality of life of those who live, work and visit Needham by promoting safety in the construction, use, and occupancy of buildings throughout town.

The Building Department is responsible for reviewing applications and plans to construct, alter and demolish any building or structure, for compliance with:

- Zoning By-Laws
- Massachusetts State Building Code
- Massachusetts State Fuel, Gas and Plumbing Code
- Massachusetts State Electrical Code
- Town of Needham Sign By-Law

The Massachusetts State Building Code also requires this department to inspect public buildings in town for public safety. There are:

- 13 places of worship
- 16 day care sites
- Several state group homes
- Several nursing home facilities
- Beth Israel Deaconess Hospital
- Charles River Center
- 8 public schools
- 4 private schools
- One college including dormitory buildings
- 982 apartment units
- 375 hotel units
- Approximately 45 other places of assembly and restaurants

All require inspections throughout the year to insure that these structures comply with the building code for public safety, ingress and egress.

FY2013 PERSONNEL CHANGES

- Local Building Inspector, Stephen A. O'Neill was reclassified to Assistant Building Commissioner

FY2013 HIGHLIGHTS

- 5,012 permits issued
- $1,598,953.00 collected in fees

- 9,886 inspections performed, plus emergency calls from Police and Fire. Increase in calls regarding property damage due to Hurricane Sandy and Storm Nemo.
- $170,786,960.00 spent by Needham property owners to construct or remodel
- 1,429,045 square feet of construction to buildings and structures
- Major Projects: 5 story Marriot Residence Inn; 4 story Beth Israel Hospital Cancer Center; North Hill 4 story Skilled Nursing Facility and 2 story Enhanced Independent Living Facility, totaling approximately 3 million cubic feet of construction receiving inspections.
- Certificates of Occupancy issued for New Tenants included 4 Restaurants; 2 Fitness Centers; 1 Learning Center; 3 Medical Clinics; 1 Investment Firm & 1 Convenient Store.

Activity Compared With Recent Years: Number of Permits / Fees Collected

	2010	2011	2012	2013
Building	1206/$719,332	1386/$955,193	1431/$1,348,237	1415/$1,205,525
Plumbing	660/$48,278	817/$58,156	920/$79,893	987/$77,585
Gas	396/$17,514	463/$19,420	691/$27,913	874/$33,033
Wiring	957/$102,246	1160/$127,387	1234/$160,639	1387/$208,892
Sheet Metal	0	42/$7,216	400/$57,223	280/$52,157
Signs	56/$4,475	21/$1,525	30/$2,525	63/$5,275
Swimming Pools	6/$800	7/$1,050	6/$900	6/$900
Weights & Measures	$4,713.50	$9,410.50	State Contract	State Contract
Miscellaneous Fees	$29,482	$26,816	$15,758	$15,586
Totals	3,281/$926,840.50	3,896/$1,206,173.50	4,712/$1,693,088	5012/$1,598,953

	2010	2011	2012	2013
New Single Family Dwellings	66	67	75	61
New Two Family Dwellings	4	5	10	10
New Multi-Family				1
New Non-residential Buildings	5	3	5	6
Conversion to Two Family	0	0	0	0
Add/Alter Existing Residential	712	942	1006	946
Add/Alter Existing	83	108	178	191

Non-residential				
Demolish or Relocate	160	101	108	68res./4com.

FIRE DEPARTMENT

Paul F. Buckley, Fire Chief

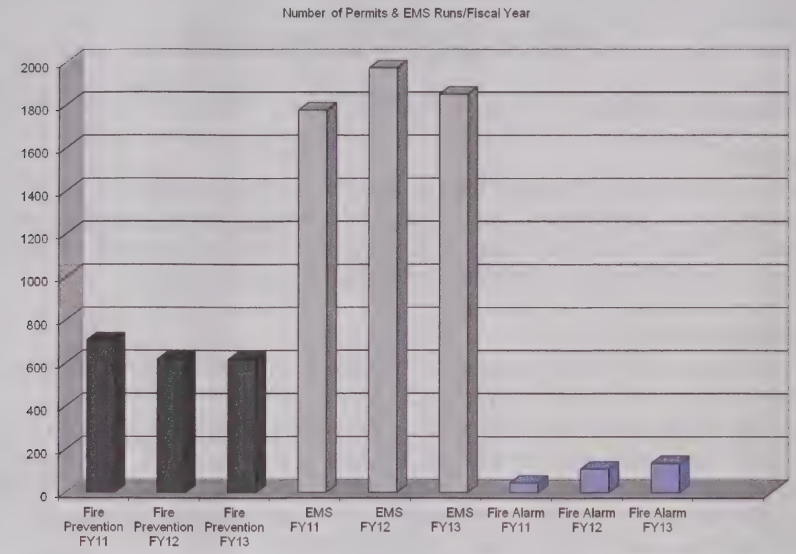
PURPOSE

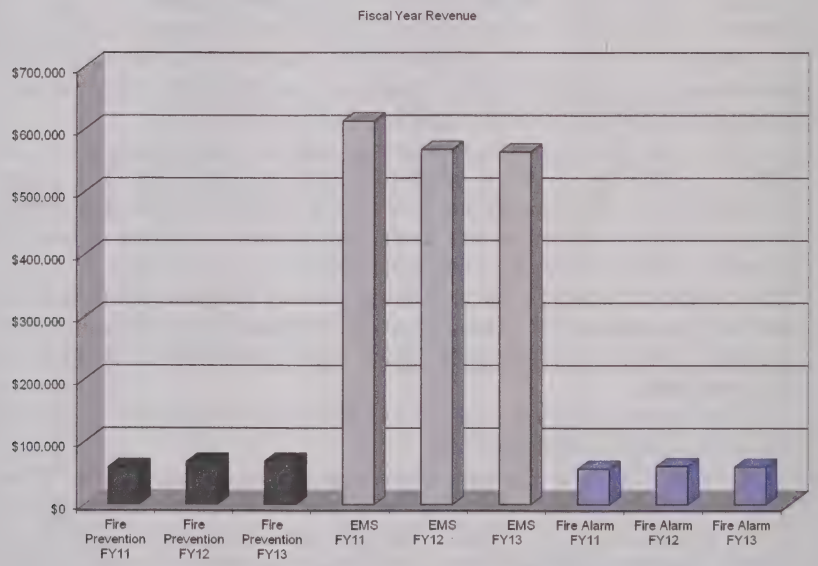
To provide the Town of Needham with an effective, well-trained team of professionals to protect the lives and property of its residents through fire suppression, emergency medical services, emergency disaster preparedness, and fire prevention through fire inspections and education, in the most cost-effective manner possible.

FY2013 HIGHLIGHTS

- In August 2012 the department welcomed two new Firefighter/Paramedics ~ Adam Barbato and Jason Vanston.
- The department took delivery of a new fire engine in August 2012 and after Firefighter training, it was placed into service as "Engine 1". This state of the art apparatus was built by KME Corp. of Pennsylvania, a leading manufacturer of fire trucks. The engine procurement was done through a statewide common purchase contract saving the Town over $50,000.
- The department was, once again, awarded a Student Awareness of Fire Education (S.A.F.E.) grant in the amount of $5,225. This grant program is a state initiative aimed at providing fire safety education to children in Grades Pre-K through 12. In addition to classroom education, the department participated in various community events including fairs, career days, service organization meetings and children's extracurricular clubs/groups.
- In FY13, the Fire Department partnered with the Police Department and the School Leadership Team to establish comprehensive crisis and emergency response plans. The departments now work together when conducting fire drills, lock-down drills and evacuation drills. In addition, an active shooter/intruder scenario is being reviewed for future training.
- The department offered a few specialized training programs throughout the year including the annual EMT-Basic/Paramedic Refresher Course, Foam Trailer Unit training, Natural Gas Pipeline Safety and Awareness and Fire Ground Accountability.
- In-house training included monthly EMT meetings/rounds, quarterly defibrillation training and various building tours.
- In November 2012 the Emergency Management Division of the Fire Department was awarded an Emergency Management Planning Grant (EMPG) from the State in the amount of $7,500. Funds from this grant were used to purchase shelter supplies including 20 new cots. In addition, the two way radio system was upgraded to meet federal requirements, as well as to have the ability to

communicate directly with the Fire Department, Police Department, School Transportation and DPW. New portable radios and programming were also purchased under this grant.





POLICE DEPARTMENT

Philip E. Droney, Chief of Police

PURPOSE

The police mission is the maintenance of social order within carefully prescribed ethical and constitutional restrictions. This mission contains the following elements:

- Prevention of Criminality
- Repression of Crime
- Apprehension of Offenders
- Recovery of Property
- Regulation of Non-Criminal conduct
- Performance of Miscellaneous Services

Consistent with the above, the department mission is to work with all citizens to preserve life, maintain human rights, protect property and promote individual responsibility.
The Police Department is established under the authority of Massachusetts General Law, Chapter 41, Section 97A.

POLICE DEPARTMENT EMPLOYEES

During the year the full time staff included a total of fifty-seven employees. They included:

- 49 sworn police officers
- 3 public safety dispatchers
- 1 Animal Control Officer
- 3 Civilian Clerical Staff
- 1 Mechanic/Custodian
- In addition, the department maintained twenty-two traffic crossing supervisors to staff school traffic crossings.

PERSONNEL CHANGES FY2013

- Officer John Gallello retired from the department after 42 plus years of service.
- Officers Jason Hasenfus, Matthew Biellik, and Ryan O'Leary were hired by the Department and successfully completed the Municipal Criminal Justice Police Academy. They are currently assigned to the patrol division.

DEPARTMENT ASSIGNMENTS FY2013

- 610 child safety seats were installed by Officer James Treggiari during the year.
- Officer Karl Harmon served as Community Service Officer.
- Officer R. Vincent Springer served as School Resource Officer.

- Officers Leo Schlittler and Richard Evans were assigned to Metro-Lec regional computer crimes unit.
- Detective Joe O'Brien Sr was assigned to the Metro-Lec Regional Child Abduction Response Team. This year the team received national certification and is one of nineteen nationally certified teams in the country.
- The department continued to participate in regional activities with other area police departments in an effort to combine resources and maximize service in areas involving investigative activity, communication technology and tactical deployments.

TECHNOLOGY & PROJECTS FY2013

During the fiscal year, the Police Department entered into a contract with Lexis Nexis eCrash Reporting. It allows officers to complete crash reports electronically and for the department to submit crash reports to insurance and crash operators through eCommerce. This initiative was accomplished at no cost to the Town of Needham.

The Police Department, working in conjunction with the Fire Department, continued to work with the Needham Schools on several safety initiatives. These included lock-down drills, reviewing school crisis plans, building security and other school safety concerns. This team approach has been valuable and beneficial in enhancing school safety.

For the seventh year in a row the police department participated in the International City Manager's Association (ICMA) Center for Performance Measurement data collection study. This project allowed the department to evaluate fiscal year activities against those of prior years, and also to compare our agency with other police departments across a wide range of criteria that is common to law enforcement agencies. In September of this year, the Needham Police and Fire Department each received the "Voice of the People Award" at the annual ICMA conference awards in Boston. The awards were based on the results of Needham's 2012 Citizen Survey, conducted by the National Research Center Inc. The award is based on a service quality rating that was in the top three in 2012 and in the top ten percent among more than 500 jurisdictions in national citizen surveys.

FY2013 Activity compared with recent years

Category	FY2011	FY2012	FY2013
Calls for Service	32490	33595	32584
Incident Reports	1777	1809	1569
Larceny	211	234	197
Vandalism	83	66	48
Breaking and Entering	31	43	54
Assaults	42	30	29
Drug Violations	25	14	14
Civil Marijuana Violations	54	30	28
Operating under the Influence	29	28	21
Adult Arrests and Complaints	318	378	341
Juvenile Arrests & Complaints	20	27	28
Traffic Violations	3966	4056	2931
Accidents Reported	463	436	407

During the fiscal year, the police department was involved in several narcotic investigations which resulted in the arrest of several individuals. The offenses some of these individuals were charged with ranged from possession with intent to distribute marijuana to possession with intent to distribute heroin.

The number of reported breaking and entering cases increased from the previous fiscal year.

In the spring, numerous Needham officers over multiple days were deployed to Boston and Watertown to assist in the aftermath of the Marathon Bombings. Officers assisted Boston and Watertown Police Departments in investigating the incident, searching for the suspects, and in the overall operations of this tragic event.

Also in the spring, an investigation by Needham Detectives, along with detectives from the Norfolk County Police Anti-Crime Task Force, led to the arrest of two suspects responsible for numerous commercial breaking and enterings in multiple communities.

The department conducted an investigation on a business in the Town that was a front for a prostitution operation. The investigation led to the arrest of an individual and the closure of the business.

Reported assaults decreased this year from 30 to 29.

Adult arrests and complaints decreased from the previous year while juvenile arrests and complaints increased.

In FY2013 the department received $16,075.00 in false alarm fees.

Officer Renzo Monzon participated in the Haymakers for Hope in Boston. The event is a charity boxing event that raises money and awareness for various cancer related hospitals and research facilities.

In an effort to keep unwanted and expired prescription medication out of the hands of children, the police department participates in a prescription drug take-back program. Through a combination of a prescription drug disposal safe located in the police department lobby and a semi-annual drug take-back drive, the department collected and safely disposed of 884 pounds of unwanted medication in FY2013.

EDUCATION

SECTION CONTENTS:

- Future School Needs Committee
- Minuteman Regional High School
- Needham Public Schools

MITCHELL SCHOOL – 187 BROOKLINE ST

HIGH SCHOOL – 609 WEBSTER ST

HIGH ROCK SCHOOL – 77 FERNDALE RD

ELIOT SCHOOL – 135 WELLESLEY AVE

SCHOOL ADMIN - 1330 HIGHLAND AVE

FUTURE SCHOOL NEEDS COMMITTEE

David Coelho, Chairman appointed by Selectmen
Heidi Black, appointed by Parent-Teachers' Council
Susan Neckes, appointed by School Committee
Ann DerMarderosian, appointed by Finance Committee
James Lamenzo, appointed by Moderator
Marjorie Margolis, appointed by Moderator
Mary Riddell, appointed by League of Women Voters

Each year the Future School Needs (FSN) Committee projects school enrollment for the next ten years. The goal of the projections is to both reflect an accurate picture of the next year's enrollment and determine general trends over the longer term. Historically, accurately projecting the number of students who will enter kindergarten has been the most difficult part of the projection.

BIRTH TRENDS

The birth data reflects reported births from July 1 to June 30 of each year. The reported births in the July 1, 2012 to June 30, 2013 timeframe were 279. This is an decrease of about 5% from the prior year's 294 We used a six-year average from 2008-2013 to estimate future assumed births (292 per year) for 2013/14 to 2017/18. Significant changes in births affect our projections and we monitor this each year.

ACCURACY OF PRIOR YEAR PROJECTIONS

Last year we projected total enrollment of 5,469 students for the 2013-2014 school year. Actual October 1, 2013 enrollment is 5447 -- a variance of 22 students. This represents a 0.40 % overstatement. The chart below shows the Committee's projection results for the past 15 years.

FSN ENROLLMENT PROJECTION TO ACTUAL SCHOOL ENROLLMENT

Year	Projected	Actual	Variance Proj. minus Actual	% Understated/ (overstated)
2013	5469	5447	22	(0.40%)
2012	5,399	5,390	9	(0.17%)
2011	5,402	5,360	42	(0.78%)
2010	5,258	5,301	-43	0.82%
2009	5,143	5,238	-95	1.85%
2008	5,034	5,059	-25	0.50%
2007	5,060	5,003	57	(1.13%)
2006	5,013	4,979	34	(0.68%)
2005	4,915	4,879	36	(0.73%)
2004	4,780	4,838	-58	1.21%
2003	4,611	4,667	-56	1.21%
2002	4,513	4,565	-52	1.15%

2001	4,417	4,439	-22	0.50%
2000	4,411	4,374	37	(0.84%)
1999	4,378	4,334	44	(1.01%)

(Percent understated reflects Actual/Projected in percentage terms.)

The past fifteen years of projections show that FSN usually projects annual enrollment for the next year within 2.0%. In 9 of the last 15 years the projections were within 1.0%. Since the revised kindergarten methodology was adopted 17 years ago (see below), only once (in 1998, the first year of the census method) was the projection off by more than 2.0%. We always need to keep in mind that these projections are **estimates** and in any given year there could be as much as a 3.0% (or greater) variance.

Public kindergarten attendance increased significantly from the projected 92.5%, to approximately 94% for the class who entered in 2012, and an expected 95% of all eligible kindergartners entering in the class 2013. However, the census data for this class increased less than expected, and the result is the overall projection was overstated by 9 students. The public kindergarten percentage had been fairly consistent around 90% for the past 6 of the last 8 years... For the coming year we have used a factor of 93% to take this increase into account. We expect it is unlikely that we would sustain a rate in this 94% - 95% range over the longer term.

At many grades our projections were within 5 students. In grades 3, 5, 8 and 11 the variance was between 13 and 20. We traditionally see variance in grades 5, 6 and 9, and these differences represent grades that are transition grades, impacted by students moving to private school, vocational schools, or out of the district. The grade 3 variance, 20 students, is more unusual as the variances are usually in the single digits historically. This may be an anomaly for this year as the economic and housing picture has brightened recently.

GENERAL METHODOLOGY

Projections for grades 1-12 are determined based on the average of retention factors for each grade for the past five years. A retention factor is the enrollment in a given grade this year divided by the enrollment for the preceding grade last year. A retention factor greater than one indicates there are more children in a grade this year than were in the preceding grade last year. For example, the current retention factor for first grade is 1.0652, which equals 441 (first grade enrollment for 13/14 school year) divided by 414 (Kindergarten enrollment for 12/13 school year). This factor is averaged with the factors from the prior four years to produce the average retention factor this year for first grade of 1.0523. Please note that for this year's projection report we have broken out the High Rock grade 6 enrollments from the overall middle school enrollment numbers.

CENSUS DATA AND KINDERGARTEN METHODOLOGY

We start with analyzing the annual town census data. The methodology uses the annual census to track pre-school age children in town to help estimate the number who will be kindergarten eligible each year. We then estimate the percentage that will attend public school upon entering kindergarten. Until 2005, there was a clear increasing trend of public kindergarten attendance (91% in 2004, 89% in 2003, 85% in 2002, 80% in 2001 and 77% in 2000). Four years ago we believed this trend might be topping out. The figures were 89% for 2005, 90% in 2006 and 85% in both 2007

and 2008. However, the figure for 2009 jumped to 92%, and the figure for 2010 was 89% and 91% in 2011. As mentioned earlier, the projected attendance figure for this year is approximately 95%, which follows the prior year's 94% rate. This year we used a figure of 93.0% this year for the 14/15 Kindergarten projections. We track the census data through January 1 of the year following the entrance of kindergarten (we assume for this purpose that the number of children in a grade will be the same on a given September and the following January.

The accuracy of the overall projections is based largely on the accuracy of kindergarten. The following table demonstrates our kindergarten results over the past 15 years.

Year	Projected	Actual	Proj.-Actual
2013	415	406	9
2012	384	414	-30
2011	408	398	10
2010	386	363	23
2009	404	423	-19
2008	385	399	-14
2007	410	380	30
2006	447	456	-9
2005	405	414	-9
2004	422	433	-11
2003	366	394	-28
2002	347	383	-36
2001	337	339	-2
2000	346	346	0
1999	338	323	15

There are several items that should be pointed out from the above chart. First, kindergarten is extremely difficult to estimate and the results can vary significantly from year to year. It is difficult to be consistently within 10 students. When a trend begins or changes, our figures will tend to lag for several years before catching up.

Our methodology reflects the best estimate for the projected number of children eligible for kindergarten in September 2014. To do this we used our estimate of 93.0 % for public kindergarten enrollment and a METCO kindergarten enrollment of 12 students (the current METCO kindergarten enrollment). We assumed that the children eligible for kindergarten in September 2014 would

increase to 387 (an increase from the current level of 354 as of 1/1/13). This estimate is based on our analysis of town census data (net in-migration) over the past five years at the pre-school ages. Assuming 93.0% of the 387 attend public school and there are 12 METCO kindergartners, there would be 372 kindergartners in 2014 (387 x .930 +12=372). A similar calculation is used against base birth rates and census data to project kindergarten for 2015 and 2016.

For years beyond 2017, we used a factor of 1.30 times the number of births to estimate the number of kindergarten students. This factor is based on an approximation using the actual and estimated ratios from 2009 through 2016 and is somewhat lower than last year's figure of 1.325.

EFFECT OF ALTERNATIVE KINDERGARTEN AND FUTURE BIRTH ASSUMPTIONS

The assumed values for kindergarten enrollment each year have a significant impact on the long-term projections. We become less confident of our kindergarten estimates (and correspondingly our total estimates) as we move further away from the January 1, 2013 data. By the time we reach the kindergarten estimate for the school year 2019/2020 and beyond, the children have not yet been born and our calculation is based entirely on estimates of future births. In addition to our best estimate projection, we are providing low-end and high-end projections based on alternative assumptions. These projections are intended to show a reasonable range in future years (both above and below our estimate), but there is no guarantee that the actual enrollments in any year will be within the low and high estimates.

For alternative kindergarten assumptions, we assumed low-end enrollment would be 15 students less than the figures on our spreadsheet for school years beginning in 2014, 2015, and 2016. We assumed it would be 20 students lower than expected in 2017 and beyond. For the high-end assumption, we assumed enrollment would be 15 students greater than the figures on our spreadsheet for the school years beginning in 2014, 2015 and 2016 and 20 students greater than expected in 2017 and beyond.

The range for kindergarten was coupled with birth assumptions after fiscal year 2013 of 272 children each year (low-end) and 312 children each year (high-end). This was determined as a difference of 20 (plus or minus) from the estimated births beyond fiscal year 2013 of 292.

The Committee welcomes any comments regarding these projections.

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Jeffrey Stulin – Needham Representative to the Minuteman Regional School Committee
Edward Bouquillon, PhD – Superintendent-Director

MINUTEMAN MISSION AND PURPOSE

Minuteman is a four-year public high school in Lexington, Massachusetts founded in the Career and Technical Education tradition. Minuteman serves the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston and teaches more than 700 diverse young men and women from local communities across eastern Massachusetts. Minuteman is a Revolution in Learning, preparing every student for success in college, industry and life. While attending Minuteman, students receive a number of benefits:

- **Experience the Modern American High School.** Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passion, whether that's Bio-technology, Robotics, Environmental Technology, or something else entirely from among our twenty majors.
- **Believe in Yourself.** Students graduate from Minuteman with an enduring self-confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, how loud the skeptics.
- **Prepare for College and Life.** Minuteman equips students with the academic foundation and study skills to succeed in college and the industry certifications and acumen to succeed in business, affording every student a unique flexibility upon graduation to pursue their dreams.
- **Learn from Experts.** Minuteman's teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- **Be More Than Just Another Student.** There is no such thing as "just another student" at Minuteman – instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.
- **Make a Fresh Start.** From their very first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as who they once were.

MINUTEMAN FY2013 HIGHLIGHTS

NEEDHAM ENROLLMENT

As of October 1, 2013, thirty-four (34) high school students and two (2) post-graduate students from Needham were enrolled at Minuteman providing a full time equivalent (FTE) of thirty-six (36) residents of Needham.

NEEDHAM HIGH SCHOOL AND MINUTEMAN HALF DAY PROGRAM

Minuteman offers a unique program allowing juniors and seniors, who have passed the MCAS, enrollment on a half day-every day basis in a career major. This allows a student to graduate from Needham High School and receive a competency certificate from Minuteman. Currently, no Needham students participate.

Minuteman offers technical training programs to adults who are looking for rewarding jobs in high demand careers. Adults may apply to the Minuteman Technical Institute programs to hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.

FY2013 NEEDHAM GRADUATES AND AWARDS

- Erin McMahon graduated from the Early Childhood Education and Care program while receiving the Career Program Award for Early Childhood Education and the Friends of Minuteman Award.
- Christopher Smith graduated from the Carpentry program while receiving the Career Program Award for Carpentry.

CLASS OF 2013 GRADUATE ACHIEVEMENT HIGHLIGHTS

- 64% college bound or advanced Technical Training, 23% career bound and 8% military (4% unknown).
- 100% of achieved both the Early Education and Care Infant/Toddler and Preschool Teacher Certification.
- 100% Cosmetology test takers passed the State Board examination.
- 100% of Health Occupation graduates achieved college acceptance.
- 100% of Environmental Technology graduates were certified in a 10-Hour General Safety and Confined-Space Entry training. 91% were certified in OSHA 40-Hour HAZWOPER training; 82% received their First Aid/CPR Certification, and 55% passed the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License exam, and the Massachusetts Drinking-Water Treatment Plant Grade 1 Operator License Exam.
- Valedictorian Christine Hamilton, an Environmental Science graduate from Stow is attending Smith College in Northampton. Co-Salutatorians Devon O'Brien a Health Assisting graduate from Lancaster is attending Fitchburg State University and Lindsey McBride an Early Education graduate from Bedford is attending Penn State University.

REGIONAL AGREEMENT

A draft Regional Agreement has been created and will be presented for approval at member community town meetings. This draft was developed over a period of months as a result of receiving a DESE Grant for the study of Minuteman's long-term sustainability as a Regional Vocational High School.

CAPITAL PROJECTS

MSBA Update: Minuteman is currently in the midst of Module 3 of the MSBA process, the Feasibility Study, as authorized in June 2010 on the Building Improvement Program. In conducting this study, the professional team including SKANSKA, as the Owner's Project Manager, and Kaestle Boos Associates, as the Designer, have been working closely with the School Building Committee and the MSBA. This Design Team has submitted a Preliminary Design Program to the MSBA containing six proposals for renovating the current facility or constructing a new one. As part of the MSBA process the Education Plan Task Force formed by the School Committee formulated program offerings based on enrollments of either 435 or 800 students. The projected date for MSBA Board approval of the Schematic Design/Final Program is September, 2014, to align with the District's need to receive feedback from the 16 member communities on the draft amendment to the Regional Agreement.

CURRICULUM AND INSTRUCTION

- Since 2008, all 9th grade students to have English and Math every day, rather than a "week-on-week-off" schedule, thus providing more consistent and concentrated instruction as well as project-based learning. The first-time pass rates on MCAS remain high across all disciplines including a 100% passing rate in ELA in 2013.
- As part of our Revolution in Learning, we want every Minuteman student to fully explore their interests and discover their passion. Minuteman offers more than twenty different majors categorized into three clusters: Bio-Science/Engineering, Human & Commercial Services, and Trades & Transportation. The Educational Program planning process has identified potential new programs that offer students increased choices in career majors, including Criminal Justice, Entertainment Engineering, and Dental Assisting.
- Each student graduates with the OSHA 10 Safety Certification. In addition, during the CTE week, juniors and seniors participate in an Entrepreneur Class. Prior to commencement, seniors are required to produce a comprehensive Business Plan related to their career major.
- In 2012-2013, Minuteman instituted its first Advanced Placement course offering: English Literature and Composition. This year, Minuteman added Calculus A-B.
- In 2012-2013, written mid-term exams and project-based finals were given across every Career and Technical Education program.

PROFESSIONAL DEVELOPMENT

Minuteman teachers continue to control much of the context for their professional development. Teachers pursue academic and Career and Technical Education (CTE) goals that emphasize formative assessment practices and common summative assessments. Teachers use common planning time to meet and review student work and adjust the curriculum and instruction as needed. Teacher-to-teacher professional conversations are conducted at least twice per year according to protocols derived from the National School Reform Faculty model. More and more, Executive Function strategies and techniques are being adopted toward the development of a specific Minuteman approach to: student organization, note-taking, unit presentation, and study skills. Academic-Career and Technical curriculum integration results in lessons and student work that feature the application of academic skills in the CTE context and vice versa. That integration lends itself to students' developing and practicing 21st century skills (reading, writing, speaking, listening, collaborating, researching, and presenting). The integration of

technology to enhance student learning is an on-going commitment. Finally, this year professional development will again be focused on the new DESE model teacher evaluation system, which requires the development of individual and team goals following the SMART model (Specific and Strategic; Measurable; Action-oriented; Rigorous, Realistic, and Results oriented; and Timed). To enhance to the implementation of the new evaluation system and to ensure consistency, a total of fifteen Minuteman staff (teacher leaders and administrators) completed the Organizing and Analyzing Teaching course. This past summer, five teachers began the Skillful Teacher course in collaboration with the staff at Greater Lawrence Regional Technical School. Both offerings are presented by Research for Better Teaching.

STUDENT ACCESS, PARTICIPATION AND SUPPORT

- An Executive Function initiative was launched in 2010. Led by our reading specialist, we have expanded our efforts to include study skills, pre-reading strategies, and unit re-organization to help students with resources to develop habits and techniques to enhance their planning and organization skills.
- Minuteman continues to support a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.
- The Special Education Department continuously develops individualized programs and provides services so that all our students succeed. We focus on teaching students about the nature of their disability and their Individualized Education Program. The Special Education department successfully implemented the Student Learning Center (SLC), which allows students to understand their disability, develop skills, and techniques to minimize the impact of that disability, and promote independence and personal responsibility. The SLC also supports the transition to post-secondary education, by following a model of service delivery that is popular among most colleges and universities in the United States.
- The Music and Art department continue to grow. Most recently, two students were accepted to the Massachusetts Music Educator's Association Northeast District Chorus; one of whom also received and All State Chorus recommendation. We have also initiated a select chorus. The Visual Arts Department offers 8 different elective courses including traditional studio courses and Digital Photography to over 200 students. Student work has been displayed in various communities including Lexington, Carlisle, Arlington and Watertown. Recent graduates have been accepted at MassArt, Savannah College of Art and Design, Lesley University, New Hampshire Institute of Art and Art Institutes of Boston. The program continues to grow as student interest and enthusiasm is high.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshman) throughout the school year. Over the past 12 years the number of participants has doubled in many of the sports offered. The athletic department is also looking to expand to include a track team. Students are offered more than 20 clubs and activities. Success of the Athletic teams has been outstanding within the past few years as students are winning awards and competitions. Minuteman has been participating in the Vocational and MIAA State tournaments. This past Fall season Cross Country runners qualified for the Vocational tournament, the golf team competed in the individual Vocational tournament, the Girls Soccer team qualified and competed in the Vocational tournament (losing in the

Quarterfinals) and also competed in the MIAA State tournament, and the Minuteman Football team competed and was runner-up in the Vocational Superbowl.

- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the Grant-a-Wish program supports numerous initiatives and incentives for student achievement.

RECOGNITION OF ALUMNI AND OTHER SIGNIFICANT MEMBERS OF THE MINUTEMAN COMMUNITY

The first class of the Minuteman Hall of Fame was inducted last fall, and the second class was announced for inclusion October 2013.

NEEDHAM PUBLIC SCHOOLS

Needham School Committee

Heidi Black, Chair
Joseph Barnes, Vice-Chair
Connie Barr
Marianne Cooley
Michael Greis
Susan Neckes
Kim Marie Nicols

Central Administration

Daniel E. Gutekanst, Superintendent of Schools
Christine Brumbach, Director of Student Development and Program Evaluation
Thomas F. Campbell, Director of Human Resources
Theresa W. Duggan, Director of Program Development and Implementation

Anne Gulati, Director of Financial Operations

THE SCHOOLS

Needham has five elementary schools, one sixth grade school, one middle school (grades 7-8), and one high school. It has a strong reputation for academic excellence and also boasts a full range of co-curricular and out-of-school opportunities including after-school and summer services.

Needham is a long-standing member of METCO, a voluntary desegregation program that provides educational opportunities in suburban communities for Boston children. Needham is also a participant in The Education Cooperative (TEC), a collaboration of 15 school districts that enables all of the communities to benefit from economies of scale in purchasing, as well as sharing in high-quality, cost-effective education services such as Special Education that would be impossible for any one community to provide by itself.

During the 2012-2013 school year Needham enrolled 5535 students in its five elementary (k-5), two middle (6-8), and one high school (9-12), including the Preschool program and out of district placements. The enrollment breaks down as follows:

Preschool	82
Elementary	2519
Middle School	1313
High School	1562
Out of District Special Education Placements	59

PRINCIPALS

Emily Gaberman	Broadmeadow School	Jessica Peterson	Newman School
Suzanne Power Wilcox	John Eliot School	Jessica Downey	High Rock School
Michael Kascak	Hillside School	Lisa Chen	Pollard Middle School
Michael Schwinden	William Mitchell School	Jonathan Pizzi	Needham High School

NEEDHAM PUBLIC SCHOOLS DISTRICT MISSION, VALUES, AND GOALS

The School Committee reviews the goals and the progress toward the goals yearly. The current district goals may be viewed on the Needham Public Schools website: www.needham.k12.ma.us

SYSTEM-WIDE GOALS

Goal One: Advance Standards Based Learning

To refine and continue to put into practice a system of curriculum, instruction, and assessment that enables each student to be engaged in challenging academic experiences that are grounded in clearly defined standards.

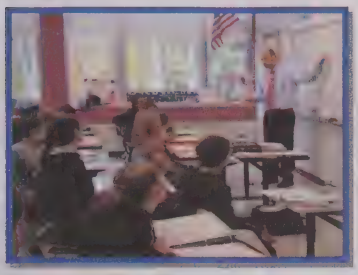
Goal 1: Highlights from our schools:

- With a start up innovation grant from the Needham Education Foundation, Needham High School launched the Interdisciplinary Learning initiative. A team of teachers developed "The Greater Boston Project" - a complex course where students earn 8 academic credits (four English, two math, and two social studies) in an integrated Senior studies program focusing on specific periods in Boston's history. Being offered for the first time in September 2013, this course allows students to investigate how individuals and groups perceived themselves and the world around them and how they worked to effect change.

- Also at the High School, a new African-American Studies course blended history, politics, literature and more into a rich opportunity to study, debate, and engage.

- At Pollard, we expanded access to more students for an engineering and design course that incorporated science, technology, and mathematics in ways that stimulated their minds, imagination, and curiosity. We also introduced a Chinese culture course that integrated basic language skills with Chinese history, lifestyle, and traditions.

- Our Middle School Science teachers participated in a year-long professional development program led by our Literacy Specialist. This training enabled the teachers to instill more scientific writing into instructional activities. In addition, the Middle School Social Studies department considered what it means to have students read, write, and think like an historian.



- High Rock Social Studies and English Language Arts teachers drafted an interdisciplinary unit on Myths & Legends.

- The Special Education reorganization was implemented so that we now have school-based Special Education Coordinators. These staff members focused on delivery of special education from preschool to post-graduate programs.

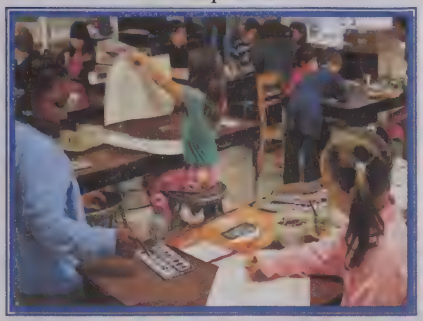
- At Hillside, a pilot was implemented mid-year for a standards-based reporting system developed for grade 2. The pilot was successful and was rolled out to grade 2 in all schools by year-end. A standards-based reporting system is now in place for all Elementary Schools for grades 2 through 5.

- At Broadmeadow, a math coaching model was piloted for math support and district coordination that is similar to our existing literacy structure. This model provided direct service to students in individual and small group instruction for review, mediation, or extension of learning.

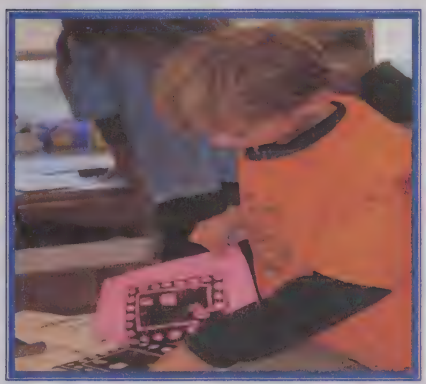
- Needham Science Center collaborated with the MIT Museum for their annual science festival in Cambridge. All Needham Public School families were invited to the science carnival event held on the Friday of April vacation week.

- Through the Fine and Performing Arts, students were able to experiment, express themselves, explore, and achieve personal goals through a variety of carefully designed curricular and co-curricular activities and lessons.

Needham student artists garnered 64 awards in the 2013 Boston Globe Scholastic Art Awards competition.



- In addition, 84 students achieved recognition as District and/or Massachusetts All State Honors Musicians based on competitive auditions. Having such a high number of students recognized in this fashion is evidence of the quality of overall art and music education being offered to all children in the Needham.

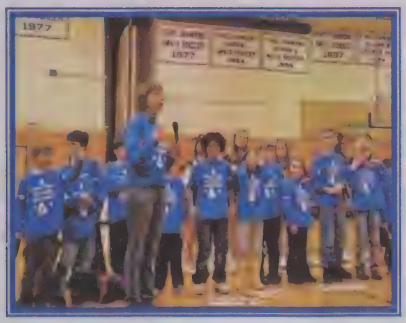


Goal Two: Develop social, emotional, wellness, and citizenship skills

To ensure students develop the knowledge and skills that empower healthy, resilient, and culturally proficient global citizens who commit to act with integrity, respect, and compassion.

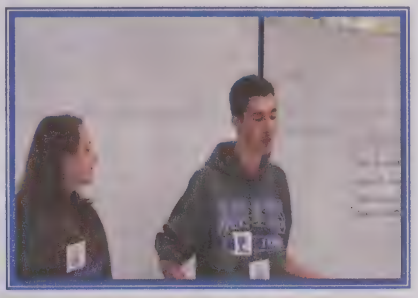
Goal 2: Highlights from our schools:

- At all our Elementary Schools, we held an engaging and effective parent-run Disabilities Awareness Program.
- Hillside's Water Tap Project brought the science of water together with the study of developing countries into a local service project.



- In March, Needham Middle Schools celebrated community, diversity, and differences during Community Month with events held each Wednesday evening and on one Saturday.

- Complementing these events, Pollard Middle School offered STA Day – Students Take Action. Both students and teachers attended workshops on topics such as world hunger, race relations, homelessness, world water shortages, and other social and community issues.



- Steps to Success, based at Needham High School, paired caring staff members with students from low-income households who could benefit from one-to-one mentoring.

- The Sages and Seekers Program, which pairs High School seniors with senior members of the Needham community, continued as a service learning project that provides a vehicle for closing the generation gap and increasing understanding within our community.

- Broadmeadow Principal Emily Gaberman and Superintendent Dan Gutekanst traveled to Beijing, China over April vacation as part of an ongoing effort to expand our partnership with the Daxing School District in the fast growing southern part of the city.

- Mitchell School was awarded a Silver Medal in the Healthier U.S. School Challenge (HUSSC), an award recognizing excellence in nutrition and physical activity. This is our second HUSSC award; High Rock was awarded a Gold Medal of Distinction in 2012.

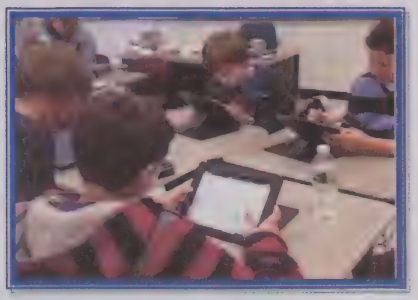
Goal Three: Ensure infrastructure supports district values and learning goals

To build and carry out a sustainable plan for financial, building, technological, and human resources that enables our learning goals and is responsive to student and school needs.

Goal 3: Highlights from our schools:

- In September 2012, the Newman School opened on time and on budget with an up-to-date HVAC system, a renovated auditorium, a new parking lot, new administrative offices, and refreshed classrooms. Parents completed a fundraiser and made possible a new playground, fully integrated and adaptive to the needs of all children, including those with disabilities.

- eSchool fee payment system was made available to families at all schools who were interested in prepaying for their child's school lunches provided by Needham's Nutrition Services department. We also accepted online payment for bus fees.



- Pollard expanded its iPad Pilot to one 8th grade cluster in which students had access to their own iPad2 on a 24/7 basis for the full school year. We looked at the ways in which a 1:1 (one iPad per student) environment helped our students master concepts that are frequently challenging and inspired more engaged, self-directed learners.

PERFORMANCE REPORT

In September, the Needham Public Schools publishes a Performance Report which is mailed to every Needham residence. The 2013 Performance Report offers factual information that highlights accomplishments and lays out challenges. It reflects the system's commitment to data-driven decision-making, honest communication, concern for the achievement of all students, and continuous improvement. The report is primarily focused on our progress toward the three District Goals. The entire publication is available to view on the Needham Public Schools website under Reports: www.needham.k12.ma.us.

HUMAN SERVICES

SECTION CONTENTS:

- Council on Aging
- West Suburban Veterans Services District
- Youth Services

COUNCIL ON AGING – 300 HILLSIDE AVENUE

COUNCIL ON AGING

BOARD OF DIRECTORS
Carol deLemos, Co-Chair
Colleen Schaller, Co-Chair
Scott Brightman
Roma Jean Brown
Ed Cosgrove
Phyllis Fanger
Dan Goldberg
Susanne Hughes
Eilene Kleiman
Lianne Relich
Andrea Rae
Mary Elizabeth Weadock

DEPARTMENT STAFF
Jamie Brenner Gutner, Executive Director
Sherry Jackson, Associate Director
LaTanya Steele, Social Worker
Joan DeFinis, Outreach Worker
Barbara Falla, Social Worker
Penny Gordon, Program Coordinator
Dorene Nemeth, S.H.I.N.E. Program Director
Kathy Worhach, S.H.I.N.E. Outreach
Clif Holbrook, Building Monitor
Fred Bowen, Van Driver
Elwyn Cotter, Van Driver
Michael O'Toole, Van Driver

MISSION AND PURPOSE

In the 1950's, Dorothea Willgoose, MD., a forward thinking resident, realized that the older adult population of Needham had unmet health, housing and social needs. In large part due to her advocacy, the Needham Council on Aging was established to address these issues by Town Meeting vote in 1957. Various community partners such as the YMCA shared space with the department over the years until we officially opened our doors at the Stephen Palmer Senior Center at 83 Pickering Street on October 2, 1979.

Needham can boast that as a proactive community it was forward thinking enough to encourage the formation of one of the first recognized Councils on Aging in the State of Massachusetts. In 1971 Needham's role as a pioneer in providing programs and serves specifically geared toward the needs of older adults was recognized as a model for the nation. Needham data was used at the First White House conference on Aging and Dr. Willgoose was invited to be a key participant.

The Needham Council on Aging (COA) is charged with serving Needham's 60+ population and their families, by addressing diverse aspects of aging service interests, concerns and needs. Participants who attend programs are primarily 60 years of age or older while we also offer services to family members and other residents as needed. We provide advocacy for Needham's senior population on the local, regional, state, and national levels, to assure that needs and interests are being met, and that the quality of life for our residents is at an optimal level, in an environment that fosters independence. The functions of the department are not confined by walls. We fulfill our mission as a true community partner by delivering programs and services in a variety of places, and wherever needed throughout the town.

The Needham Council on Aging's Senior Center was the first in Massachusetts, and the 20th in the nation, to achieve national accreditation in 1999 and is only one of a handful of Centers in the Nation to have gone through the process three times completing the last reaccreditation in December 2011. The COA offers programs and services five days a week at the center where the professional Council on Aging staff has oversight. The Council on Aging consists of the Executive Director, the Associate Director, the Transportation and Volunteer Coordinator, the Social Work Department, the S.H.I.N.E. program (Serving the Health and Information Needs of

the Elderly), and many active volunteers, all of whom contribute to the fulfillment of the department mission and goals. The program hours are Monday-Friday 9:00a.m.- 4:00 p.m. with office hours from 8:30-5 p.m.

The Senior Center is the focal point for aging service issues in our community and acts as a gateway to information and services that support and enable a multigenerational group (ages ranging from 60 to over 100) to maintain health, independence and highest level of functioning in many aspects of life Some of the services and programs provided to meet our goals include, but are not limited to: outreach and counseling services, advocacy, transportation, daily meals, information and referral, health benefits counseling, volunteer opportunities, health & wellness information and screening, creative and social classes, educational programs, special events and trips, and a setting that creates opportunities for socialization, independent activities and learning opportunities.

After twenty years of studying the need for larger and more appropriate space, looking for the right site, receiving the funding and developing the design that would address present needs and future growth, this year we worked on the next leg of the journey which we hope will mean moving into new program and office space in the Fall of 2013. The building will be a testimony to all who understood the need and worked toward making it a reality. In October of 1979 folks marched from the space in Town Hall to more spacious accommodations at 83 Pickering Street. Thirty-four years later we plan to move on once again to an environment that better addresses the needs of today and our continued mission going forward.

COMMUNITY PARTNERSHIPS AND COLLABORATIONS

Our ability to provide the extensive services and programs that we are proud to offer is in part due to the relationships that we have developed with many organizations and agencies. We work closely with many Town Departments to include but not limited to the Youth Commission, Health Department, Park and Recreation, the Library, Public Facilities, Police and Fire Department and participate in various committees such as the Domestic Action Violence Committee, the Needham Coalition for Suicide Prevention, the Housing Committee as well and Triad.

Building and maintaining relationships with other organizations and agencies helps us in our ability to access services and resources for our participants and residents. A good working knowledge of our community partners enhances our ability to provide more thoughtful and thorough information and referral which is a key in providing case management. Community Organizations to include but not limited to the Needham Community Council, Avery Crossings/Avery Manor, Wingate, Avita, Briarwood, North Hill, BIDC, are only a handful of the almost 100 that were identified when we submitted information during our reaccreditation process. They have helped to sponsor our events and offered space in which to hold programs and groups that might otherwise not have had a place to meet or the finances necessary to make it happen. Without our relationship with organizations such as AARP, the Arthritis Foundation, Springwell, Boston College Legal Services, VNA Care Network, YMCA, Charles River ARC, and Needham High school we would not have been able to offer free tax counseling, and legal assistance, a congregate meal site, a blood pressure clinic twice a month, food shopping

assistance, the Senior to Senior Exercise Program, ball room dancing, and some evidenced based programs such as Diabetes Self Management and Powerful Tools for Caregivers.

FY2013 HIGHLIGHTS

- Work continued on the design and construction of the building that is to become our new home, The Center at the Heights at 300 Hillside Avenue, with scheduled completion for the fall of 2013.
- After applying for and receiving a grant through the Division of Mobility Assistance (Mass Dot) and the necessary funding from the Friends of the Needham Elderly (FONE) our new 14 passenger, handicapped accessible van hit the road in FY13. During the year we provided over 8000 rides with approximately 2500 directly related to our grocery shopping program.
- In FY13 our phone logs indicated over 13,000 calls were received by the Council on Aging staff and volunteer receptionists and our 46 SHINE Counselors helped to save Needham residents over $200,000 in health care costs and over $5,000,000 for Medicare recipients in our 22 Town Region.
- We were pleased to participate in The First Annual Needham Diversity Summit. Cultural Competency has been a part of our programming efforts as well as our staff training for many years and we wanted to support the idea that the Community was collectively working to celebrate the increasing diversity of the Town. At the end of the day a resolution was passed to emphasize the commitment of those who attended toward a Needham that welcomes and embraces diversity.
- We continued our endeavors to secure adequate funding for the SHINE program through collaboration with MCOA (Massachusetts Council on Aging), Mass Home Care, Representative Denise Garlick and participating in a legislative hearing at the State House in the spring.
- Needham Council on Aging launched a Job Search Program designed specifically for the mature worker. Many seniors are finding they need to work longer, retire later and increase their resources in order to fund additional retirement years due to increases in longevity. Searching for full time or part time jobs can be especially difficult for the mature worker who faces unique challenges: most jobs are advertised only through online venues; resumes have evolved and may need to be reformatted for electronic databases; many employers expect job candidates to complete online job applications; and the significance of social networking sites such as LinkedIn has increased over time. We see the Resume Workshop as the first step in a larger program to equip seniors with the skills they need to compete in today's job market.
- Seeing the importance of expanding our programs and services we pursued two grant funding opportunities in the spring.
- During the year we had two staffing challenges when a van driver position became available and our Associate Director made a decision to pursue a position outside of Needham. Even with these vacancies our division continued to function with no adverse affects to programs and services. This could not have been accomplished without the hard work and dedication of the Council on Aging staff.
- As one example of many community collaborations, the division took a lead role in a panel convened to discuss Medicare regulations that significantly impact the hospital admission process as well as discharge planning and community involvement sponsored by The West Suburban Alzheimer's Partnership and BIDMC. (Observation vs.

Admission to the Hospital: Finding Good Solutions to Good Transitions.)

- Two members of the Needham Council on Aging social service staff were honored in FY13. The New England Patriots Charitable Foundation, an ongoing initiative in honor of Myra Kraft's lifetime commitment to philanthropy and charitable service, recognized Joan DeFinis (Outreach Worker) as a Patriots Difference Maker of the Week for her volunteer work in Springwell's Money Management Program. As part of their 125 anniversary Wheelock College selected 125 alumni to represent the thousands of graduates who have put into action the College's mission. LaTanya Steele (now the Assistant Executive Director) was chosen as one of those alumni to be highlighted.

FUNDING FY2013

Funding for the Council on Aging and the many services and programs that we offer comes from varied sources. The Town continued to fund part or all of some salaried positions and allocated a sum to purchase services and expenses. As an adjunct to town funding the Council on Aging received funds through the State Formula Grant which continued to support some professional staff hours and expenses up to $45,486. The Needham Council on Aging continued to administrate the SHINE Grant (Serving the Health Information of Everyone) for 22 cities and towns in the MetroWest region. The funding received, over $90,000, was used to pay for the part time positions of the Shine Program Director and Outreach Worker who provided supervision and oversight for 46 volunteers and also paid for program expenses. Both grants fluctuate yearly and are dependent on the State Budget as well as the budget for the Center for Medicare and Medicaid (CMS). Present and future funding for the SHINE program continues to be a concern and we have been proactive with the Executive Office of Elder Affairs and our State Legislators to work towards a more secure funding source for the future. We have seen our numbers increase from 3635 contacts in FY08 to over 6000 in FY 13 and anticipate further growth in FY14 as SHINE Counselors take a major role in counseling those Medicare / Medicaid clients (dually eligible) who are now being offered insurance options (Integrated Care Organizations) that were not available in the past.

It is within a community context that the Needham Council on Aging is able to offer the full array of programs and services that we do. In many circumstances these relationships help supplement our budget. We continue to have a good working relationship with the Friends of the Needham Elderly Inc. (FONE) a non-profit, private 5013© organization. The Friends have been diligent in their fund raising efforts related to a new Senior Center location while providing monies towards a new handicapped accessible van and continue to support programs and services and the publication of the "Compass" which provides pertinent information to our residents about what the Center and the Department has to offer.

WEST SUBURBAN VETERAN'S SERVICES DISTRICT

Stanley W. Spear, Jr., Director of the West Suburban Veterans' Services District
Matthew L. Ching, Deputy Director of the West Suburban Veterans' Services District

INFORMATION

The West Suburban Veterans' Services District (W.S.V.S.D) includes the Towns of Needham, Wellesley, Weston and Wayland. The main office is centrally located in the Wellesley Town Hall, where office hours are on Mondays and Wednesdays from 9:00 a.m. to 12:00 p.m. and by appointment. There are satellite offices in each town in order to provide services. Office hours are in the Needham Town Hall on Thursdays from 9:00 a.m. to 4:30 p.m., the Weston Council on Aging on Wednesdays from 9:00 a.m. to 12:00 p.m., and the Wayland Municipal Building on Fridays from 9:00 am to 12:00 pm. Veterans and their families are welcomed to contact the main office in Wellesley for inquiries or to schedule an appointment by calling (781) 489.7509. A full range of benefits and services are available to veterans and their families based on certain qualifications and eligibility requirements. The W.S.V.S.D. Board is comprised of four members with one designee from each community. Also please visit the W.S.V.S.D. website at www.westsuburbanveterans.com for more information.

PURPOSE

- Carried out functions assigned to the Veterans' Office by Chapter 115 of the General Laws of Massachusetts and CMR 108.
- Provide assistance in applying for US Department of Veterans' Affairs (VA) benefits.
- Maintain a depository of discharges and records of veterans.
- To oversee the disbursements of veteran's benefits to veterans and their families.

Throughout the year there were many Veterans, spouses, and other family members who visited the office in the Town Hall of Needham. We were able to provide them with flags and holders for the graves of a family member, obtain a copy of discharge papers to file for veteran benefits, burial benefits, educational and bonus assistance, and other related benefits and information.

FY2013 HIGHLIGHTS

- During the year $30,828.64 in Chapter 115 Benefits were provided to Needham Residents.
- Attended the Veterans' Service Officer (VSO) & MA Legislative Meeting.
- Expanded out reach efforts to the Veterans within the community.
- Attended annual training seminar provided by the Commonwealth of Massachusetts Department of Veterans' Services.

- Supported the Annual Paraplegic Veteran Dinner at the Lt. Manson H. Carter VFW Post # 2498 that served to over 40 Para & Quadriplegic Veterans from the VA Medical Centers in West Roxbury & Brockton as well as others from the community.
- Advised and supported The Needham War Memorial Committee in their efforts to build a lasting tribute (Memorial) to honor "Needham's Fallen Brave".
- Held several presentations about various state and federal benefits that may be applicable to veterans and their families.
- Assisted veterans to access VA Health Care, GI Bill benefits, Pensions, Disability Compensation, and other VA related benefits.
- Aided veterans to obtain various benefits that are provided by the Commonwealth of MA such as the Welcome Home Bonus, Annuities, and Public Assistance.
- Attended the Metro West Veteran's Consortium at the Newton Veteran Service Center
- Attended several veteran related events at Mass Bay Community College.
- Participated in a Veterans' Seminar sponsored by Norfolk County D.A. Morrissey.
- Attended the Veteran's Court in Dedham, MA.

CARE OF GRAVES AND COORDINATOR OF CEREMONIES

Mr. William Topham, the Graves Officer for the Town of Needham, and is responsible for the Graves Registration activities and also serves as the Coordinator of Ceremonies. Mr. Topham works with W.S.V.S.D. Director Spear and Deputy Director Ching in coordination and operation of the Memorial Day and Veteran's Day observations and other related events in the Town of Needham. Mr. Topham is also responsible for some of the following:

- To fulfill the requirements of Chapter 115, that all veterans' graves will have an American flag placed on them for Memorial Day.
- To ensure that all veteran's graves in Needham and St. Mary's cemeteries are kept, are cared for, and are free of debris.
- To insure that veterans who die without funds are properly interred.
- To organized and participate in the Memorial Day Ceremonies and Parade as well as the Veteran's Day Observances.

FY2013 HIGHLIGHTS – CARE OF GRAVES AND CEREMONIES

- Placed over 2300 American Flags on the graves of veterans in St. Mary's and Needham Cemeteries as well as at all of the Memorial sites within the Town of Needham.
- Organized and participated in the Memorial Day Parade and Observances.
- Organized and led the Veteran's Day Ceremonies on November 11th.

YOUTH SERVICES

BOARD OF DIRECTORS
Debbie Winnick, Chairperson
Karen Folb, Vice-Chairperson
Allison Berger
David Bookston
Justin Jones
Susan Patkin
Vincent Springer
Julie Stevens

DEPARTMENT STAFF
Jon Mattleman, Department Manager
Carol Rosenstock
Katy Colthart
Michelle Butman
Samantha Orsagh-Yentis (Graduate Clinical Intern)
Sarah Cocuzzo (Undergraduate Program Intern)

PURPOSE

The mission of Needham Youth Services (formerly known as the Needham Youth Commission) is to provide leadership and a community focus on youth and family issues and to promote community wellness by: Identifying and addressing youth and family needs; Advocating for youth and family interests; Partnering with other youth and family serving agencies; Developing and implementing quality programs and services; and Educating and communicating with the public regarding youth and family issues.

Needham Youth Services operates as a mental health resource offering a wide array of confidential clinical and programmatic services to children, adolescents, and families. While the department's services are reaching more people and having a greater impact, it is clear that the need for such services far outweighs the department's resources; thus, many in Needham are not receiving support. Youth Services has worked diligently to construct meaningful services designed to meet the increasing and ever-changing needs of the Needham community. Learn more about Needham Youth Services at: www.needhamma.gov/youth.

FISCAL YEAR 2013 HIGHLIGHTS

SINGLE PARENT SUPPORT GROUP Being a parent is something parents wouldn't change for the world, but doing it alone can sometimes drive a person to exhaustion. The Single Parent Support Group offers the opportunity for parents to discuss topics such as: finding time for personal interests, parenting strategies, raising children alone, and stress management and time management. Launched in FY2013, parents shared their own accomplishments and struggles as well as heard from other single parents who have similar experiences. Learn more at www.needhamma.gov/youth/singleparent.

VIP PROGRAM In Fiscal Year 2012, Youth Services launched the VIP (Valuable Interactions among Peers) Program. VIP matched high school students with elementary school age youth who had a need for additional support in their lives. The program allowed high school "Big VIPs" the opportunity to be role models for a young person in our community. The program also allowed elementary school "Little VIPs" (youth in 3rd grade to 5th grade) the opportunity to form meaningful relationships with high school youth. In the past fiscal year, the program grew by 50%, and the feedback from participants was extremely positive (all participants completed an evaluation at the end of the year). In FY 2013, over 360 hours of volunteers participated in VIP. Learn more about the VIP Program at

www.needhamma.gov/youth/vip.

BULLYING INTERVENTION PROGRAM Two years ago, Needham Youth Services created an innovative new effort entitled the Bullying Intervention Program (BIP). This 10 hour clinical program worked with "aggressors" to assist them to better understand the laws, implications, and the impact of bullying. Referrals were accepted from the Needham Public Schools, private institutions, and from parents. All participants completed an evaluation at the conclusion of the program as well as another one after three and a final evaluation after six months to better gauge the impact of this program. In addition, Needham Youth Services collaborated with the Needham Public Schools on a pamphlet for parents on Bullying. Learn more about the Bullying Intervention Program and view the pamphlet for parents at www.needhamma.gov/youth/bip.

QPR SUICIDE PREVENTION TRAININGS (Question, Persuade, Refer) The QPR Suicide Prevention model was patterned after the success of the CPR (Cardio Pulmonary Resuscitation) medical intervention and was based upon the concept that the person most likely to prevent an individual from dying by suicide is someone that person already knows (e.g. parent, teacher, relative, or friend). This program has been in operation for five (5) years, and each training was two hours in length. QPR trainings were provided for professionals, parents, and for many community groups in Needham. Program participants completed an evaluation at the conclusion of each QPR. Learn more about QPR trainings at www.needhamma.gov/youth/qpr.

COMMUNITY CRISIS RESPONSE Over the past eight years, the Needham community has grappled with critical youth issues such as loss, self injury, depression, and anxiety. Youth Services has responded by outreaching to youth, parents, and families in a variety of ways including individual meetings, group sessions, and the distribution of informational materials. In addition, the department was actively involved with groups such as the Needham Coalition for Suicide Prevention and the Needham Coalition for Youth Substance Abuse Prevention. In FY 2013, a significant number of staff hours were devoted to creating materials, meeting with community leaders, and to directly assisting youth and/or their parents with a crisis.

SAFE SURF: INTERNET SAFETY FOR MIDDLE SCHOOL YOUTH AND THEIR PARENTS Initially funded by the Needham Education Foundation, this long standing program provided 6th grade students and parents with the knowledge to navigate the Internet safely. Through workshops and written materials, students and parents learned about appropriate ways to use the Internet. In FY 2013, over 450 youth participated in this program (as well as completed an evaluation of program). In addition, over 250 Safe Surf Informational Booklets were distributed to parents (booklets were funded by the Needham Exchange Club). Learn more about the Safe Surf Program at www.needhamma.gov/youth/safesurf.

A CONVERSATION…FOR PARENTS OF TEENS Sponsored by the Needham Women's Club, this program has been offered to Needham parents for close to a decade. Each session allowed a maximum of nine parents per meeting, and each focused upon a specific youth-related topic such as alcohol/drugs, suicide/loss, stress, and depression. Over fifty parents participated in this program in the past fiscal year, each of whom completed an evaluation of the program. Learn more about "A Conversation…" at www.needhamma.gov/youth/aconversation.

WEBSITE The Youth Services website continued to grow in FY2013 as residents learned about services, read the Needham Youth Services Annual Report, viewed pictures of the staff and programs, and used this site to gather information about programs and mental health matters. In an effort to inform youth and families of the programs and resources of Needham Youth Services, e-mail addresses from residents were accepted and information was sent regarding programs and services (to date, over 2,000 have registered for this service). Residents can register for this free service at www.needhamma.gov/youth/email. Special thanks to the Information Technology Department for their support in establishing this vibrant website. Please visit the Youth Services website at www.needhamma.gov/youth.

INDIVIDUAL/FAMILY COUNSELING The Masters level staff clinicians are skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, anxiety, and other mental health concerns. Who used these counseling services? They were neighbors, cousins, children, and friends; they were people with no health insurance or expired health insurance; they were people grappling with either a short or long-term problem; but mostly, they were people who had the hope and determination that life can bring greater satisfaction and reward. It was not unusual to work with an elementary age youth coping with a significant loss, a middle school student coping with parental alcohol use, or a high school student with a drug problem. The majority of referrals were for family issues, and the schools were the largest sources of referrals. In the past year 777 hours of counseling were provided to Needham youth and their families. Learn more about Youth Services' clinical work at www.needhamma.gov/youth/counseling.

COUNSELING/PSYCHO-EDUCATION GROUPS Group counseling/psycho-education was a practical and effective mode of both prevention and treatment and allowed the staff the opportunity to interact with greater numbers of people than individual treatment. Group intervention offered a unique opportunity for young people to learn about issues which affect their peers and to receive feedback from their peers regarding issues such as: divorce, stress, self-esteem, bullying, abuse, depression, social skills, loss, drugs/alcohol, and violence/anger. Of special note was the "Extreme Looks" program, a four-day mind/body/spirit group for teen girls. In FY 2013, 229 hours of group counseling/psycho-education services were provided.

SUBSTANCE ABUSE AWARENESS PROGRAM Youth Services continued to offer a structured 15-hour Substance Abuse Awareness Program (SAAP) for drug/alcohol-involved youth. This service provided an assessment of current substance use, intervention, education for youth and their families, and counseling services to support healthy choices. All participants and their parents attended an Alcoholics Anonymous (AA) meeting to assist in transmitting the message that drugs and alcohol can negatively impact any person without regard to age, gender, or economic status. Participants complete an evaluation at the conclusion of the program, 3 months after their completion, and then at 6 months after the program (each of these is helpful in evaluating the immediate and long-term impact of this program). Learn more about the SAAP Program at www.needhamma.gov/youth/saap.

LOSS PROGRAM This 90-minute workshop was facilitated for all freshmen in small group/class settings at Needham High School in collaboration with the Health and Wellness Department. In the workshop, information was provided about ways loss and grief affect our

lives. Students were provided with opportunities to learn more about healthy and unhealthy ways to handle reactions to loss, and were also given opportunities to learn helpful strategies for adapting to life after a loss. Importantly, students also learned how they can help others dealing with loss. This year's workshops reached approximately 400 students and participants completed an evaluations after the workshop (a compilation of recent evaluations is available at www.needhamma.gov/youth/loss).

PICTURE PERFECT Picture Perfect was a workshop for all 7th graders at Pollard Middle School that investigated the issue of how the media portrays gender roles and appearance, and explored how this can negatively impact how youth feel about themselves. This program was well received and has been in operation for twelve years at the middle school. In FY 2013, over 4000 youth participated in this program. Learn more about Picture Perfect at www.needhamma.gov/youth/pictureperfect.

RAY OF HOPE PROGRAM RAY (Recognize A Youth) was established by Needham Youth Services 17 years ago in an effort to acknowledge the outstanding service and positive contributions that young people are making to the Needham community. Working in collaboration with the Needham Business Association, a young person was selected each month as the RAY of Hope recipient and was awarded a certificate from Youth Services and a check from a member of the Needham Business Association. The RAY of Hope program acknowledged youth and their role in making the Needham community a special place to live. Learn more about the RAY of Hope Program at www.needhamma.gov/youth/rayofhope.

TEEN DATING VIOLENCE PROGRAM Youth Services has provided seminars on Teen Dating Violence for all 9th graders at Needham High School for the past 13 years. These seminars were designed to teach the unique aspects of Teen Dating Violence, how to recognize the warning signs, and ways to access community supports. Participants completed an evaluation of the program itself as well as a survey of their involvement in or knowledge of teen dating violence situations in their lives. Over the past year, 400 youth were involved in this program. Learn more about the Teen Dating Violence Program at www.needhamma.gov/youth/tdv.

PATRICK FORDE GOOD PERSON MEMORIAL AWARD In 2005, Needham resident and community activist Patrick Forde passed away unexpectedly at the age of 51. Patrick was a person who cared deeply about Needham and about youth and families. In an effort to honor Patrick, this award, now in its 7th year, is given annually to a Needham resident who has helped make Needham a better place to live through his/her volunteer work and commitment. This award is recognition that through volunteerism and caring, each person in our community is able to enhance Needham. This year's recipient was Bob Timmerman for his work

with the Needham High School 5th Quarter Club. Over 100 people attended this year's award ceremony honoring Bob, and to learn more about the Forde Award, visit the website at www.needhamma.gov/youth/fordeaward.

EMPLOYMENT AND VOLUNTEER PROGRAMS The Employment Program consisted of two primary services: 1) Youth were linked with residents and provided around-the-home support in the form of babysitting, yard-work, snow removal and more; and 2) Youth investigated employment opportunities in local businesses such as offices, restaurants, etc. Additionally, the Volunteer Resource Listing was maintained to inform youth of area volunteer opportunities. In FY 2013 these programs fielded 376 inquiries. Learn more about the Employment and Volunteer Programs at www.needhamma.gov/youth/employment.

PEER TUTOR PROGRAM This program matched high school students with middle and elementary school students in need of academic or organizational/study skills assistance. Needham Youth Services' role consisted of outreach to potential participants, training of high school tutors, monitoring weekly tutoring sessions, providing support if problems occurred, and facilitating communication between tutor and participant families. Over the past year, Peer Tutor Program volunteers provided 1,361 hours of support to younger students. Learn more about the Peer Tutor Program at www.needhamma.gov/youth/peertutor.

NEEDHAM UNPLUGGED The 12th annual Needham Unplugged was an awareness campaign to remind families and residents to "unplug their electronics" and "plug into" each other. "Unplugged" was a reminder that there is more to life than what is on the other side of a plug. A calendar for the month of March outlined activities that did NOT require electricity and emphasized person-to-person interaction and health. The centerpiece of this year's "unplugged" occurred on March 21st; it was the no-homework, no sports, and no meeting night for the Needham Public Schools, and there were no town meetings and virtually no civic, religious, or community meetings took place in Needham. Many area towns such as Newton, Belmont, and Holliston were impressed enough to replicate this program in their community. Other special days included "E-mail Free Friday," "Text Free Tuesday," and a day of no Social Networking. Special thanks to partners at the Needham Park and Recreation Department and the Charles River YMCA, Needham Board of Selectmen, and to the Needham Public Schools for their support. Learn more about Needham Unplugged at www.needhamma.gov/youth/needhamunplugged.

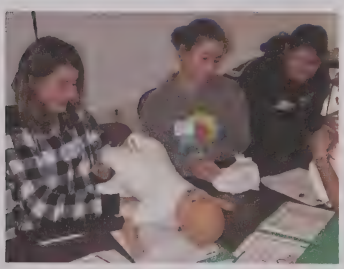
GRADUATE/UNDERGRADUATE INTERNSHIP PROGRAM In FY 2013, Needham Youth Services welcomed a clinical intern from the Boston College Graduate Program in Counseling Psychology who provided individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. In addition, the Summer College Internship Program provided support for summer programs as well as essential preparation for fall programs. Over the course of the past year, interns provided 992 hours of free service to the Needham community. Learn more about the Graduate and Undergraduate Internship Programs at www.needhamma.gov/youth/internship.

MAKE A STATEMENT DAY This program was created and implemented at Needham High

School for students and staff eight (8) years ago. Aimed at promoting diversity, acceptance, and understanding by creating an opportunity for students and staff to communicate about issues of importance to them, students and staff created and wore t-shirts with quotes, statistics, and/or statements about meaningful issues in order to raise awareness and have a voice. Now a well established and popular program at the high school, over 900 students and staff participated in this event this past year. Learn more about Make A Statement Day at www.needhamma.gov/youth/masd.

PROJECT VAN (Volunteers Around Needham) VAN offered youth ages 13 to 17 the opportunity to work as part of a team providing valuable community service to non-profit organizations in Needham. Sites included Charles River Center, Needham Park and Recreation Department, Needham Community Council, Needham Public Library, Needham Council on Aging, Needham Housing Authority, Needham Parks and Forestry, and Wingate at Needham. At the conclusion of each program day, participants completed an evaluation of their experience. Project VAN is generously supported by the Needham Community Council. VAN participants provided more than 400 hours of volunteer services over the past summer. Learn more about Project VAN at www.needhamma.gov/youth/projectvan.

DIVERSION/RESTITUTION PROGRAM In conjunction with the Needham Police Department and the Dedham District Court, Needham Youth Services continued to offer youth who have committed minor violations of the law the opportunity to participate in community service work in lieu of further court action and/or fines. Youth Services' role was to work with offenders and their families to identify the motivations for their behavior, to provide support as required, and to oversee the placement and completion of community service. In the past year, participating youth completed assignments at the Needham Public Library and other town departments. In FY 2013 Needham Youth Services supervised over 145 hours of community service. Learn more about the Diversion/Restitution Program at www.needhamma.gov/youth/diversion.



SEMINARS/WORKSHOPS/PRESENTATIONS Needham Youth Services designed and facilitated numerous trainings in the past year including one for new Needham Public School Staff, Babysitter Training Seminars, presentations at the schools and in the community, and many others. In FY 2013 Needham Youth Services worked with a total of 2,873 youth, parents, and professionals in seminars and/or workshops.

PARTNERSHIPS In recent years Needham Youth Services has received grants and/or donations from the following organizations: Needham Community Council, Tolman Trust Fund, Rotary Club of Needham Women's Club, Exchange Club of Needham, Middlesex Savings Bank, and many more local businesses, and private citizens. Needham Youth Services devoted considerable time working with the larger community and over the past year collaborated with groups/businesses such as:

- Charles River Center
- Marks Moving and Storage
- Lisa's Boutique
- Needham Business Association
- Needham Clergy Association
- Needham Coalition for Suicide Prevention
- Needham Coalition for Youth Substance Abuse Prevention
- Needham Domestic Violence Action Committee
- Needham Exchange Club
- Needham Housing Authority
- Needham Park and Recreation
- Needham Parks and Forestry
- Needham Public Library
- Needham Public Schools
- Needham Women's Club
- Needham Community Council
- Needham Council on Aging
- Project Interface
- Regional Center for Healthy Communities
- Riverside Community Care
- Rotary Club of Needham
- School Health Advisory Council
- Wingate at Needham
- YMCA - Charles River Branch

PUBLICATIONS Needham Youth Services created and/or distributed many original publications in FY2013 such as those listed below (learn more at www.needhamma.gov/youth/publications).

- Needham Youth Card
- Parent Guide to Teen Parties
- Ask Youth Services (newspaper column)
- Information on Suicide
- Parenting Literature
- Safe Surf: Internet Safety for Middle School Youth and their Parents

PUBLIC WORKS

GARAGE, SNOW DISPATCH, STORAGE – 470 DEDHAM AVENUE

RESERVOIR – 500 DEDHAM AVE

WATER BUILDING – 500 DEDHAM AVE

PUBLIC SERVICES ADMINISTRATION BUILDING (PSAB)

500 DEDHAM AVE

DEPARTMENT OF PUBLIC WORKS

PUBLIC WORKS DEPARTMENT
Sitting Down – Left to Right
Ann Dorfman, RTS Superintendent
Robert A. Lewis, Assistant Director
Richard P. Merson, Director
Carys Lustig, Administration Supervisor

Standing Up – Left to Right
Rhainhardt F. Hoyland, Highway Superintendent
Edward Olsen, Parks & Forestry Superintendent
Steven J. Hawes, Garage & Equipment Supervisor
Anthony L. Del Gaizo, Town Engineer
Vincent R. Roy, Water & Sewer Superintendent

PURPOSE

The Department of Public Works promotes programs necessary for asset management and the preservation of infrastructure in order to provide for the health, safety, welfare, and convenience expected by the community for a high standard of living and good quality of life. The function of Public Works includes rendering services to all citizens in the areas of highway maintenance and construction; removing snow; supplying and distributing water; constructing and maintaining sewer and storm water; solid waste disposal and recycling; parks and forestry maintenance. The Department provides its own administration, engineering and equipment maintenance.

FY2013 HIGHLIGHTS

- In September 2012 hired Ann Dorfman as the new Superintendent of Recycling and Solid Waste.
- In August 2012 hired Carys Lustig as the new Supervisor of Administration/DPW.
- On June 30, 2013 Steve Hawes retired after 28 years as Garage & Equipment Supervisor.
- In June 2012 the Department began a pilot of the Commonwealth Connect work order system, which allows residents to report their issues directly to the Town via a smart phone application or the Town's website and allows the Town to communicate updates to residents of projects that they are undertaking. This pilot included eight of the most commonly reported issues to the DPW.
- Recycled 3,227 tons of materials including 1,969 tons newspaper and mixed paper, including phone books and magazines; 867 tons of commingle containers, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers, and 390 tons of cardboard.
- Disposed of 8,196 tons of non-recyclable materials at Wheelabrator Millbury (Waste-to-Energy Plant).

- The recycling rate for materials dropped off in the main residential drop-off area (non-recyclable waste in yellow PAYT trash bags and recyclable paper, cardboard and containers) was 38%. The overall recycling rate for all materials collected at the RTS (which includes non-recyclable waste from commercial, municipal, and school facilities, bulky items and clean-outs and recyclable and reusable materials including scrap metal, e-waste, textiles, etc.) was 31%.
- Captured 191 tons of metal and 5 tons of tires for recycling.
- Removed 20 cubic yard boxes containing oil-based paint (est. 14 tons) and 1,800 gallons of waste oil and anti-freeze (est. 7 tons) from the waste stream.
- Collected 157 tons of textiles and small household goods for donation to Goodwill & Red Cross.
- Composted 9,150 tons of yard waste and 697 tons of food waste.
- Managed 966 tons of soil, gravel, asphalt, street sweepings, catch basin cleanings, and miscellaneous materials from a variety of town programs and projects.
- Removed 31 tons of E-Waste from the waste stream including computer monitors & televisions with cathode ray tubes (CRTs) which are banned from the waste stream under the Massachusetts Department of Environmental Protection's (MassDEP) waste ban regulations.
- Diverted from the waste stream 4 tons of devices that contain mercury and other metals such as mercury thermostats & thermometers, rechargeable batteries (lithium & nicad), and fluorescent light tubes. Removed freon from 157 appliances (i.e. refrigerators, air conditioners); and recycled 1000 lbs of lead acid batteries.
- Performed 111 waste load inspections of vehicles on tipping floor.
- Sold 9,123 Disposal Area user stickers of which 4,548 were residential, 2,035 were senior, 84 were commercial, 2,120 were additional, 262 were replacement and 29 were weekly passes.
- The recycling program at schools & public buildings captured 91 tons of materials for recycling, recycling 22% of their total waste. The School Administration Building had the highest overall recycling rate, recycling 60% of their waste. Hillside, Mitchell and Pollard Schools tied for the highest school recycling rate, recycling 26%; the Library had the highest public building rate, recycling 53% of their waste, followed by Town Hall at 47%.
- The October Household Hazardous Waste Collection Day was attended by 254 vehicles & the RTS was open for four Sunday afternoons in November for leaf collection.
- Continue the repair and preservation of the Town's 123 miles of roadways including 7.48 miles of asphalt paving; 9,432 gallons of rubberized crackseal; & adjusted and repaired 241 driveway aprons.
- Repaired 37,850 feet of grass berms; installed 5,340 feet of granite curb & 30,350 feet of asphalt curb.
- Continue the preservation of the Town's 161 miles of sidewalks, including the reconstruction of 31 handicap ramps and repaired 3.59 miles of sidewalks.
- Continue to upgrade and maintain the Town's 23 signalized intersections.
- Complete the LED lighting upgrades and continue upgrading all Accessible Pedestrian Signal per Manual on Uniform Traffic Control Devices (MUTCD).

- Continue to improve the Snow & Ice Program to provide the best service to the Town through equipment upgrade, use of corrosive inhibited anti-icing chemical, employee training and tactical improvements, and re-design of traditional snowplow routes.
- Responded to 472 Parks & Forestry Division work requests.
- Needham recognized as Tree City USA for 18th year.
- The 2013 Arbor Day activities included the planting of 4 trees with the students at Newman School.

ARBOR DAY 4-26-13 at Newman Elementary School

FORESTRY

Tree Removals and Stumping
FY11 = 45 trees
FY12 = 64 trees
FY13 = 55 trees

Tree Pruning Hours
FY11 = 2,116 hrs
FY12 = 1,425 hrs
FY13 = 1,684 hrs

Roadside Brush Removal and Flail Mowing
FY11 = 1,840 hrs
FY12 = 1,744 hrs
FY13 = 1,544 hrs

Tree Planting
FY11 = 300 Arbor Day seedling + 61 trees on streets and parks + nursery: 103 trees
FY12 = 300 Arbor Day seedling + 120 trees on streets and parks + nursery: 50 trees
FY13 = 300 Arbor Day seedling + 97 trees on streets and parks + nursery: 50 trees

PARK AND RECREATION, MEMORIAL PARK, SCHOOL GROUNDS

Athletic Field Acres Fertilized

FY11 = 25 acres (4 applications) + 47 acres (2 applications)
FY12 = 25 acres (5 applications) + 47 acres (2 applications)
FY13 = 25 acres (5 applications) + 47 acres (2 applications)

Athletic Field Acres Aerated

FY11 = 10.00 acres – (once), 32 acres - 2 applications
FY12 = 29.00 acres – (once), 27 acres – 2 applications
FY13 = 29.00 acres – (once), 27 acres – 2 applications

Over-seeding

FY11 = 13 fields (once)
FY12 = 3 fields (thrice) + 6 fields (twice) + 3 fields (once)
FY13 = 3 fields (thrice) + 6 fields (twice) + 3 fields (once)

Diamond Work

FY11 = 2,678 hrs
FY12 = 1,232 hrs
FY13 = 1,376 hrs

Mowing Hours

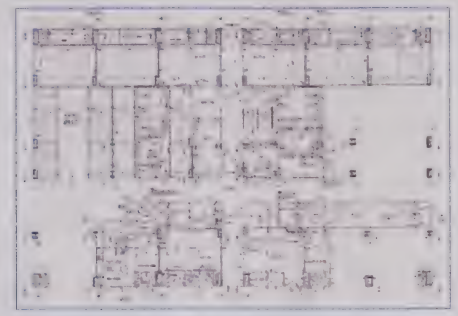
FY11 = 6,036 hrs
FY12 = 4,050 hrs
FY13 = 3,768 hrs

- Repaired 26 water pipe leaks, including 5 water main breaks and 21 water service leaks.
- Responded to 27 water emergency calls (after regular business hours).
- Replaced 915 out 14,431 residential/municipal/condominium water meters, and replaced 16 out of 716 Commercial Water Meters.
- 78 Water service lines were replaced, including 13 lead-lined water service pipes.
- 7 new fire hydrants were installed & rebuilt 27 existing fire hydrants.
- Successfully replaced 64 iron water service lines on 17 streets with one inch copper tubing.
- Continue NPDES Program to remain compliant with EPA Memorandum of Agreement, including 17 catch basin replacement, rebuilt 18 catch basins; inspect & clean drain system; and bi-annual street sweeping to prevent accumulations of debris in catch basins that drain into the Charles River Watershed.
- Camera & Flushed 54,551 feet of sewer mains and 109,824 feet of drain lines.
- Rodded 2,500 feet of sewer main and used jet truck with root cutter for drains.
- Installed 2,326 feet of new drain pipe in 3 streets and repaired 10 feet of drain pipe.
- Responded to 24 sewer emergency calls (after regular business hours).

PUBLIC FACILITIES

SECTION CONTENTS:

- Public Facilities - Construction
- Public Facilities – Operations



DEPARTMENT OF PUBLIC FACILITIES - CONSTRUCTION

PERMANENT PUBLIC BUILDING COMMITTEE

George Kent, Chairman
Stuart Chandler
Natasha Espada
John Keene
Paul Salamone
Roy Schifilliti
Irwin Silverstein

DEPARTMENT STAFF

Steven Popper, Director of Design & Construction
Hank Haff, Project Manager
Dick Thuma, Project Manager
Phaldie Taliep, Project Manager
Kathryn Copley, Administrative Specialist

PURPOSE

The Public Facilities Department – Construction Division provides support for the Permanent Public Building Committee (PPBC) and helps advise and support the Town Manager on Facility construction, planning and operational needs. Town owned building projects with a total cost of $500,000 or more that involve construction, reconstruction, enlargement, or alteration are assigned to PPBC to oversee, unless the Committee defers jurisdiction in the instance where a project includes little or no actual building construction, or where there are extenuating circumstances as to the nature of the project.

The Permanent Public Building Committee ("PPBC") was formed in June 1996 with seven members who were appointed to be responsible for overseeing the construction, reconstruction, enlargement, or alteration to buildings owned by the Town or constructed on land owned, leased or operated by the Town having a total project cost of $500,000 or more. The PPBC is responsible for working with the individual user agencies as the need for a project, and/or a feasibility study, becomes established.

In 1998 the Town hired a Building Construction and Renovation Manager to work on the projects. In 2006 this position was restructured and is now under the Public Facilities Department umbrella -Construction Division as the Director of Design and Construction. Three project managers have been added to the staff.

FY2013 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2013 fiscal year (July 2012 to June 2013). These projects were initiated during the period of 2009 thru 2013 fiscal years.

Project Name: Town Hall Renovation
Project Status: Complete
Authorization: $19,155,746
Budget Status: On Budget
Architect: McGinley Kalsow & Associates, Inc.
Owners Project Mgr: Public Facilities - Construction

At the 2008 Annual Town Meeting, Article 25: Appropriate for CPA-Town Hall Historic Preservation Design was approved. Design of the Town Hall was awarded thru design selection to McGinley Kalsow & Associates of Cambridge, MA.
Authorization of construction funds in the amount of $18.155 million occurred at the Annual Town Meeting in May 2009 with the approval of Article 35. Construction documents were prepared and the project went out to bid in November 2009.

Construction started in March of 2010. The project reached substantial completions during September 2011 and Town Hall staff moved back into the building over the Columbus Day weekend. They were open for business on October 11, 2011.

Work is complete. Various post construction issues have been or are being resolved: indoor air quality in the Health Suite, the new addition glass door water infiltration and the Garrity Way front door replacement.

Project Name: Newman Elementary School Repair
Project Status: Complete
Authorization: $26,962,128
Budget Status: On Budget
Architect: Drummey, Rosanne & Anderson, Inc.
Owner's Project Manager: Steve Popper, Public Facilities - Construction
Construction Manager at Risk: Consigli Construction
Modular Building Contractor: Triumph Modular

At the November 2009 Special Town Meeting, Article 14: Appropriate for Facility Repairs/Newman School was approved contingent upon an affirmative vote of the Town. An override in the amount of $26,962,128 was brought before the Town voters on December 8, 2009 for a town wide vote. The override passed.

A Construction Manager at Risk was selected in May 2010. Triumph Modular was selected to supply the temporary modular classrooms. The footings for the modulars were installed during the summer of 2010 and the modulars installed during the summer of 2011. The project went out for bid in November of 2010. A GMP was established in January 2011. The construction started June 2011 with the renovation of the common areas (cafeteria, kitchen and auditorium) completed during the summer of 2011.

The majority of the HVAC replacement work was done over the 2011-2012 school year. Work continued thru the summer of 2012 with the restoration of the parking lot and the landscaping around the school.

The modular classrooms were removed during June and July 2012 in the summer of 2012. Substantial completion was achieved by August 21, 2012 and the Newman School Students started school in the newly renovated building on September 5, 2012.

Punch list items were completed during the fall and winter months. The Certificate of

Occupancy was issued on December 5, 2012.

Project Name:	New Senior Center Construction
Project Status:	Ongoing
Authorization:	$8,075,000
Budget Status:	On Budget
Architect:	Bargmann Hendrie + Archetype, Inc.
Owners Project Mgr:	Public Facilities – Construction
Contractor:	Consigli Construction

At the November 2011 Special Town meeting, Article 14: Appropriate for New Senior Center was approved in the amount of $8,075,000 for a senior center to be located on MBTA land adjacent to the Needham Heights train station. This land was acquired by the Town in a swap transferring Town owned property at the Hersey train station. Design of the Senior Center Study was awarded thru design selection to Bargmann Hendrie + Archetype, Inc.

Consigli Construction was awarded the construction contract in January 2012 and the ground breaking ceremony was held in April 2012. Substantial Completion is expected by September 2013 and occupation of the building during October 2013.

Work on the building has progressed on schedule thru the fiscal year.

Project Name:	Building Condition Assessment - Hillside, Mitchell and Pollard
Project Status:	Complete
Authorization:	$80,000 total
Budget Status:	On Budget
Architect:	Dore & Whittier Architects, Inc.
Owners Project Mgr:	Public Facilities - Construction

At the May 2010 Annual Town meeting Article 32: Appropriate for General Fund Cash Capital (Pollard School Condition Analysis) and Article 33: Appropriate for Hillside/Mitchell Condition Assessment was approved in the total amount of $80,000.00. The study was awarded thru design selection to Dore & Whittier Architects, Inc. A report of their findings was provided at the end of August 2011.

The results of this report support the Town's interest in including a major renovation or rebuild at the Hillside, Mitchell and Pollard schools.

Project Name:	DPW Complex Renovations/Storage Bays
Project Status:	Ongoing
Authorization:	$1,140,000 total
Budget Status:	On Budget
Engineer:	Weston & Sampson Engineers, Inc.

Owners Project Mgr: Public Facilities – Construction
Contractor:

At the May 2012 Annual Town meeting Article 34: Appropriate for DPW Complex Renovations was approved in the total amount of $40,000 for feasibility and design services. The design of the DPW Garage was awarded thru design selection to Weston & Sampson Engineers, Inc.

At the May 2013 Annual Town meeting Article 13: Appropriate for DPW Complex Renovations was approved in the total amount of $1,100,000 for preparation of construction documents and construction.

Bid documents are expected to be complete by October 2013, the construction contract awarded in November and construction is expected to begin in December 2013.

Project Name:	Pollard Boiler Replacement
Project Status:	Ongoing
Authorization:	$855,000 total
Budget Status:	On Budget
Architect:	Shekar & Associates
Owners Project Mgr:	Public Facilities – Construction
Contractor:	Aalanco Systems Corp.

At the October 2012 Special Town meeting Article 13: Appropriate for Pollard School Boiler Design was approved in the total amount of $55,000.00. The study was awarded thru design selection process to Shekar & Associates.

At the May 2013 Annual Town meeting Article 40: Appropriate for Pollard School Boiler Replacement was approved in the total amount of $800,000 for preparation of construction documents and construction. The project went out for bid in April 2013 and the contract was awarded to Aalanco Systems Corporation in May. Replacement of the boilers will start at the end of the school year in June and is expected to be substantially complete by the end of August 2013 for the start of the school year in September.

Project Name:	St Mary Street Pump Station
Project Status:	Ongoing
Authorization:	$5,915,100 total
Budget Status:	On Budget
Engineer:	BETA
Owners Project Mgr:	Camp Dresser & McKee, Inc.
Contractor:	

At the May 2012 Annual Town meeting Article 37: Appropriate for Water Enterprise Fund Cash Capital was approved out of which a total amount of $350,000 was designated for Fire Flow Improvements. The improvement is for the St Mary Street Pump Station. The project management

was awarded thru design selection to Camp Dresser & McKee, Inc. and the design was awarded to BETA.

At the May 2013 Annual Town meeting Article 47: Appropriate for St. Mary Street Pump Station was approved in the total amount of $5,565,100 for preparation of construction documents and construction.

The construction documents are expected to be complete by November 2013. The construction contract should be awarded in December 2013 and construction is expected to begin in April 2014.

Project Name:	Salt Shed Construction
Project Status:	Ongoing
Authorization:	$1,913,000 total
Budget Status:	On Budget
Engineer:	Weston & Sampson Engineers, Inc.
Owners Project Mgr:	Public Facilities – Construction
Contractor:	Construction Dynamics, Inc.

At the October 2012 Special Town meeting Article 15: Appropriate for Salt Shed Construction was approved in the total amount of $1,913,000.00. The new Salt Storage Shed will be located at the Recycle and Transfer Station on Central Avenue and will replaced the one currently located on Dedham Avenue.

Weston & Sampson was awarded the original study thru design selection and will continue thru construction. The project went out to bid in April 2013. The contract was awarded to Construction Dynamics, Inc. in May and construction started in June. Substantial completion is expected in November 2013.

The design and construction of the project will be funded through Chapter 90 funds. Site remediation measures are not reimbursable thru Chapter 90 funds.

Project Name:	RTS Soil Remediation
Project Status:	Ongoing
Authorization:	$400,000 total
Budget Status:	On Budget
Engineer:	Weston & Sampson Engineers, Inc.
Owners Project Mgr:	Public Facilities – Construction
Contractor:	Construction Dynamics, Inc.

At the October 2012 Special Town meeting Article 16: Appropriate for RTS Remediation was approved in the total amount of $400,000.00. Weston & Sampson was awarded the original study for the Salt Shed relocation thru design selection and will oversee the RTS Remediation. The project went out to bid in April 2013. The contractor is Construction Dynamics, Inc. Substantial completion of the project is expected in November 2013.

Project Name:	Rosemary Pool Feasibility Study
Project Status:	Ongoing
Authorization:	$69,000 total
Budget Status:	On Budget
Architect:	Weston & Sampson Engineers, Inc.
Owners Project Mgr:	Public Facilities – Construction

At the May 2000 Annual Town meeting Article 63: Appropriate for Rosemary Pool Renovation Design was approved in the total amount of $100,000. The study includes evaluating the options at the Rosemary site for maintaining swimming and/or other recreational activities and is driven by the fact that a DEP permit allowing the current facility to operate will expire in 2018.

Weston & Sampson was awarded the original study thru design selection. It is anticipated that the study will be complete in the fall of 2013 and the final report issued in January 2014.

Project Name:	School Admin Building Feasibility Study
Project Status:	Complete
Authorization:	$30,000 total
Budget Status:	On Budget
Architect:	Design LAB
Owners Project Mgr:	Public Facilities – Construction

At the May 2012 Annual Town meeting Article 30: Appropriate for General Fund Cash Capital - School Admin Building Study was approved in the total amount of $30,000.00.

The study to be completed in the summer/fall of 2013 included reviewing alternatives for providing a School Administration Facility on either current, other municipal sites, or leasing a building not owned by the Town. Cost and program requirements will be reviewed.

Project Name:	Facility Master Plan Study
Project Status:	Ongoing
Authorization:	$150,000 total
Budget Status:	On Budget
Architect:	HKT Architects
Owners Project Mgr:	Public Facilities – Construction

At the May 2013 Annual Town meeting Article 6: Appropriate for Facility Master Plan Study was approved in the total amount of $150,000.00. This will fund a follow-up study to the previous Master Plan Study done in 2007. The overall objective of the study is to build on the available information which the Town has obtained through prior facility and building studies to determine the near and long term facility needs of the Town. It will be a facilities guideline for a twenty year timeframe. Information from the Master Plan Study will be used as input to the Capital Improvement Plan which guides the fiscal planning for the Town.

A firm will be selected for the study in the fall of 2013.

Upcoming future projects include a feasibility study for placing modular classrooms at the Mitchell Elementary School as a temporary measure to relieve overcrowding until the building can be renovated. A feasibility study for the Hillside Elementary School will also be done after a statement of interest has been submitted to the MSBA.

The Town initiated a program that is to be reviewed at the November 2013 Special Town Meeting by which a private-public partnership may be developed allowing for the installation of a solar photovoltaic array on about 11 acres atop the capped landfill. PFD-C supported the Solar Energy Exploratory Committee and Town Manager in drafting six solar warrant articles, and preparing an RFP under MGL. 25A for the procurement of a power purchase agreement, lease and PILOT agreement with a private developer on this under utilized public land.

The PPBC is challenged by the enormously important and complex projects that have been appropriated by the Town. Successful execution of these projects is essential to successfully integrate these projects within the Towns infrastructure.

DEPARTMENT OF PUBLIC FACILITIES - OPERATIONS

Chip Laffey, Director of Facility Operations
Wayne Whisler, Facility Operations Shift Supervisor
Andrew Hall, Facility Operations Shift Supervisor
Stephanie Maloney, Administrative Analyst
Antoinette Poness, Department Specialist
Niki Rumbos, Department Assistant

PURPOSE

The Public Facilities Department, Operations Division identifies, plans for, coordinates, and executes routine daily maintenance and custodial care of all Town buildings. In addition, the Department formulates long-range building related capital needs, including cost estimates and feasibility assessments, for planning purposes.

The Spring 2006 Annual Town Meeting created the Department of Public Facilities under the direction of the Town Manager. The new department was preceded by the Municipal Building Maintenance Board which has been in existence since 1995.

Buildings cared for and maintained by the Public Facilities Department include: Town Hall, Public Safety Building, Fire Station #2, Public Library, DPW Main Building, Public Services Administration Building, Charles River Water Treatment Facility, Ridge Hill Reservation (three buildings), Carleton Pavilion, Stephen Palmer Building (Council on Aging), Memorial Park Fieldhouse, Needham High School, Pollard Middle School, Newman Elementary School, Broadmeadow Elementary School, Eliot Elementary School, Mitchell Elementary School, Hillside Elementary School, High Rock School, Emery Grover School Administration Building, the Daley Maintenance Building.

FY2013 HIGHLIGHTS

Public Safety Building

- Installed new sink in kitchen
- Replaced HID pole fixtures with induction fixtures and HID floodenator with induction floodenator in parking lot
- Painted exterior of police station
- Installed 10 toilets in police station jail cells

Fire Station #2

- Repaired gutters and downspouts
- Installed new faucets in bathroom and kitchen
- Painted exterior doors, trim, and handrails

Broadmeadow

- Installed occupancy sensors in all bathrooms
- Installed five exhaust fans on roof
- Replaced flooring in music room

Eliot

- Cleaned exterior windows
- Replaced flooring in room 166 and various hallways
- Installed padding in the gym

Hillside

- Installed Lexan guards on railings to close gaps in stairwells
- Replaced flooring in library and kindergarten room
- Replaced all window AC units with energy star rated AC units
- Upgraded the boiler room
- Installed fob access system on exterior door
- Installed oil detection unit and air combustion supply fans
- Replaced flooring in Media Center

Mitchell

- Repaired granite steps at main entrance
- Installed occupancy sensors in all bathrooms
- Installed new grease trap in the kitchen drain
- Replaced exterior windows in the gym
- Replaced all doors
- Painted exterior of building
- Installed oil detection system
- Installed new awning over rear door
- Painted all door frames and hallways
- Repaired handrail system

Newman

- Replaced floor in the media center
- Installed new condensing unit for the science center animal room
- Secured the window curtain on the bridge

Pollard

- Installed new sink in room 210
- Convert bathrooms in modulars back to standard fixtures
- Installed insulation in both gyms

- Installed sentricon system
- Replaced carpet in room 227 and room 132 with tile
- Repaired boiler #2
- Painted walls in both gyms
- Replaced wall padding in both gyms
- Install motion sensors for lighting

High School

- Replaced circulation pump #6
- Cleaned duct work in A and B Buildings
- Repaired railing and stairs on main staircase on Highland Ave.
- Repaired various exterior doors
- Repaired capstone wall in front of main staircase
- Repaired bleachers in A Gym
- Relined parking lot
- Repaired fence around tennis court
- Repaired all pole lights, all walkway lights and wall packs in parking lot

High Rock

- Repaired all pole lights and walkway lights in the parking lot
- Replaced damaged fence in rear parking lot and in front parking lot
- Painted new lines in parking lot

Emery Grover

- Installed insulation in the attic
- Installed new indoor and outdoor units for heat pump system
- Replaced damaged privacy fence in parking lot

DPW

- Repaired block column which was damaged
- Replaced expansion tank in boiler room
- Replaced modine heater in main garage
- Removed carpet and installed VCT flooring in offices

Transfer Station

- Replaced flooring in the main office
- Replaced window trim, door & hardware, repair ceiling in supt office
- Painted walls in bathroom and office
- Installed awning over window facing reuseit area
- Repaired track on overhead door #2

Library

- Repaired clock facing Highland Avenue
- Replaced broken balustrade 2nd floor
- Replaced cork tile on upper level
- Painted study rooms
- Installed film and railings on glass balustrades

Memorial Park

- Made various repairs in both bathrooms

Town Hall

- Repaired automatic temperature controls

COMMUNITY SERVICES

SECTION CONTENTS:

- Commission on Disabilities
- Community Preservation Committee
- Golf Course Advisory Committee
- Human Rights Committee
- Needham Historical Commission
- Needham Free Public Library
- Needham Housing Authority
- Park & Recreation
- Public Health
- Traffic Management Advisory Committee

COMMISSION ON DISABILITIES

Elaine Saunders, co-chair
Jeanie Martin, co-chair
Susan Crowell, secretary
Leon Foster
Debbi Heller
Bruce Howell
Karen Peirce, treasurer and ADA liaison
Andy Wise
Dale Wise
Patrice Snellings, Liaison from School Committee
Paul Spooner, consultant from MetroWest Center for Independent Living
Karl Harmon. Community Service Officer and liaison from Needham Police Department

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month with the following membership: 9 members; a majority of whom are disabled; one of whom must be a family member of a person with a disability; and one of whom must be an appointed municipal official, and other interested Needham residents.

PURPOSE

- To advise municipal officials, public and private agencies, and other individuals to ensure compliance with federal, state and local disability laws.
- To promote full integration of persons with disabilities into the community.
- To provide information, referrals, and technical assistance to individuals, businesses and organizations in all matters pertaining to disability issues.
- To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA).
- To award grants to community based organizations that increase awareness of and educate persons about disabilities, and that help persons with disabilities participate more fully in programs and activities in Needham.

BUDGET

4/19/12 Town of Framingham - Access Monitor Training	$85.00
5/01/13 Gov/Connection Inc. - Printer and cartridges	$180.00
TOTAL	**$265.00**

HANDICAPPED PARKING FUND

12/1/12	Newman School Cause for Playground Equipment Omni Spinner	$5,500.00
TOTAL		$5,500.00

FY2013 HIGHLIGHTS

- Received and reviewed documents from the Massachusetts Architectural Access Board and the Department of Public Safety regarding rulings on code violations and variance requests, including 460 Hillside Avenue and 33 Highland Avenue.
- Worked in conjunction with the Metro West Center for Independent Living in Framingham and the Massachusetts Office on Disability on all legal and technical matters pertaining to the disabled.
- Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the AAB regulations. Locations included Mayfair Cleaners, Fuji Steak House, YMCA, the Unitarian Church, CVS, Seven-11, Knights of Columbus, 1410 Highland Avenue, 464 Highland Avenue and 1 Chapel Street.
- Advised town officials and the Needham Police about the necessity of providing and maintaining audible traffic signals at pertinent crosswalks in Needham.
- Continued to make available handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- Recruited two new members to join a force of trained volunteers that assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Held discussions with the Needham Police, DPW and Town Engineer regarding the possibility of establishing on-street handicapped parking in Needham.
- A Community Service project in which a Needham High School student surveyed and documented all handicapped parking spaces and signage in the town of Needham was completed.
- Continued to award grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds made available from fines accrued from handicapped parking violations.)
- Distributed an NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Contacted the Needham School Department and PPBC regarding problems related to accessibility at various locations including the Newman School playground and the Hillside School.
- NCOD members made presentations regarding disability issues and worked interactively with Hillside School students and Olin College students to design and develop prototypes of aids for accessibility.
- NCOD members made presentations to Olin College and Eliot School students about Disability Awareness.
- Guest speakers from the Massachusetts Office on Disability presented information to NCOD on disability issues of mutual interest and weekly updates were received from the Disability Policy Consortium.
- Worked with the Needham Planning Department to ensure accessibility compliance at Volante Farms, including handicapped parking, points of entry and egress, and signage.

- Met with architects and members of PPBC to review and advise them on accessibility issues at the proposed new Council on Aging building.
- NCOD members accompanied state and local officials on a site visit of Newman School to assess compliance with state and federal guidelines.
- Surveyed Town Departments and accepted requests for listening devices to ensure accessibility for hearing impaired at town and community meetings and programs. Devices will be made available to 6 Town Departments through the handicapped parking fund grants.
- Met with the newly appointed building inspector to discuss strategies for coordinating our efforts to ensure compliance with accessibility codes.
- Met with state representative, Denise Garlick, who discussed a variety of issues concerning persons with disabilities in Needham.
- Outreach coordinator for Disabled Persons Protective Commission, Susan Love, attended an NCOD meeting to discuss the mission of this state agency.
- An NCOD member began serving as a representative to the Downtown Streetscape Planning Committee to ensure that accessibility issues are addressed.
- NCOD members reviewed the Rules and Regulations of the Town of Needham for the Use of Other Power-Driven Mobility Devices on Town of Needham trails including the Bay Colony Rail Trail. Members voted and approved the draft as presented.
- Co-chairpersons attended and participated in a statewide conference sponsored by the Disability Law Center and the Disability Policy Consortium. A wide variety of accessibility issues were addressed including handicapped parking, voting, transportation and housing.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.
- Continued to sponsor weekly presentation on the Needham Cable Channel of the Ablevision program by Project Triangle, which highlights accomplishments of persons with disabilities.

FY2013 FORECAST/GOALS

- To continue to work with the School Administration, the liaison to the School Committee, MBMB, PPBC and the Park and Recreation Department in an advisory capacity to ensure compliance with AAB and ADA building codes at schools, playgrounds, private businesses, community-based agencies and other municipal buildings as they are renovated.
- To work with Needham Public Housing, its residents and Needham businesses to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To continue to inform non-compliant business property owners of regulations regarding proper handicapped parking signage and offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.
- To work with the Needham Police to enforce proper usage of handicapped parking spaces through a program that tickets violators.
- To work with Town of Needham officials to continue to investigate the possibility of providing on-street handicapped parking in Needham.

- To follow up on violations revealed in the Community Service project that surveyed handicapped parking in Needham and insure implementation of needed corrections and changes.
- To utilize funds accrued from handicapped parking fines for the specific benefit of the disabled community through the issuing of grants.
- To continue to work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.
- To continue to distribute the NCOD brochure.
- To dispense information and to serve as a resource to individuals and entities in the Town of Needham on issues relating to the disabled.
- To continue to facilitate registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to participate in NCOD meetings which are publicly posted.

For further information about the Needham Commission on Disabilities and about attending a meeting, please call NCOD at (781) 455-7550.

COMMUNITY PRESERVATION COMMITTEE

Members:	***Appointed by:***
Mark Gluesing, Chairman	*Town Moderator*
Janet Bernardo, Vice Chair	*Conservation Commission*
Carol Boulris	*Historical Commission*
Gary Crossen	*Board of Selectmen*
Reg Foster	*Housing Authority*
Mike Retzky	*Park and Recreation Commission*
Paul Siegenthaler	*Town Moderator*
Sam Bass Warner	*Planning Board*
Lita Young	*Board of Selectmen*

Staff:
Patricia Carey, Staff Liaison
Nicole DiCicco, Recording Secretary

PURPOSE AND MISSION

Massachusetts General Law (M.G.L.) Chapter 267 of the Acts of 2000, Section 2, defines community preservation as "the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes and the creation and preservation of community housing." Needham voted to accept the legislation in November 2004. The Community Preservation Committee is appointed to make recommendations for use of the Community Preservation Fund.

FY2013 ACCOMPLISHMENTS AND ACTIVITIES

- In July, 2012, Governor Patrick signed changes to the Community Preservation legislation that now permits a community to use funds for recreation capital improvements on land owned by the Town. The original legislation limited the recreation funds to land purchased with CPA funds. The legislature also voted to put

additional funds into the MA Community Preservation Fund from the state surplus at the end of FY'13 if it exists.

- The Needham Community Preservation Fund received its state distribution of $437,167 from the Commonwealth in October 2012, a 26.83% match. The percentage was slightly lower than the prior year, but the actual amount of the distribution was almost $20,000 higher than the prior year. The Town collected $1,629,164 through the local surcharge.
- The Committee held public hearings in October, 2012 and in March, 2013, to gather public input on the proposals under review for funding.
- At the November, 2012 Special Town Meeting, and the May, 2013 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

$ 35,000	Bay Colony Rail Trail Assoc	Rail Trail Feasibility Study
$ 220,000	Charles River Center	South Street Group Home
$ 445,000	Town Manager	Greene's Field Improvements
$ 70,000	Planning/Comm Development	Community Housing Specialist
$ 25,000	P&R/ConCom	Open Space & Recreation Plan
$ 85,000	P&R/ConCom	Design: Reservoir ADA Trail
$ 60,000	Park & Recreation/School Dept	Newman Preschool PG Surfacing
$ 248,000	DPW/School Dept	Design: Newman Fields/Eastman
$ 40,000	DPW	Design: Mills Field Improvements
$ 8,200	Community Farm	Farm Soil Improvements

- In addition to funding the proposals at the Annual Town Meeting, and as required by the state legislation, funds were spent or put in reserve for Community Housing and Open Space. The debt service for Town Hall is also paid through CPA funds, meeting the obligation for spending under Historic Resources. Remaining funds, totaling $915,200 were placed in the Annual Reserve, for future projects in those categories or Recreation. Five percent of the revenue was put into the CPA Administrative budget.

STATISTICS

- The Community Preservation Fund has provided financial support to thirty nine (39) projects, with a total of $19,813,633.

Community Housing total	$ 1,384,500
Open Space total	$ 1,796,400
Historic Preservation total	$ 15,492,233
Recreation total	$ 1,140,500

NEEDHAM GOLF CLUB ADVISORY COMMITTEE

Daniel Dain, chair
Roy Cramer
Michael Mahoney
Richard Reilly
Jon Schneider
Mary Grace Summergrad
Steve Carlson

PURPOSE

The Golf Club Advisory Committee members are appointed by the Selectmen to act as a liaison between the Needham Golf Club and the Board of Selectmen. The Committee monitors Club operations to ensure that the Club is operated in accordance with the terms of the Lease with the Town. The Committee also provides a forum for residents to obtain information about the operation of the Club and to resolve any disputes with the Club. The Committee reports to the Board of Selectmen.

The Needham Golf Club is a private non-profit corporation organized in 1923. The Club operates a 9-hole golf course designed by a disciple of Donald Ross. The Club owns approximately 6.7 acres of land fronting on Green Street. The club house, parking lot and ninth green are on land owned by the Club. The remainder of the golf course is on approximately 58.8 acres of land leased from the Town.

The current Lease, approved by Town Meeting in 2008, expires on April 30, 2029, but is subject to the right of the Town to terminate at any time for "any lawful municipal purpose" upon action by the Town Meeting. Under the terms of the Lease, residents have the right to use the golf course for one full weekday, one partial weekday, and one partial weekend day. Greens fees charged are the same fees that members pay for their guests. In addition, the Club accommodates the Needham High School Golf Team and allows use of the premises for winter recreation. The Lease imposes various restrictions on membership including a requirement that 90% of new members must be residents of Needham.

The Golf Club Advisory Committee meets prior to the beginning of the golf season and at the end of the season and holds special meetings if matters arise at other times.

FY2013 HIGHLIGHTS

- The Committee welcomed new member, Steve Carlson.
- The Committee enjoyed meeting with new Club President Bruce Herman and new Club Vice President Kevin McNamara
- The Committee met with the Club representatives two times during 2013 (May 20 and November 18.
- At the two meetings, the Committee reviewed with the Club's leadership the Club's compliance with the terms of the Lease, including rights of winter recreation, Needham High Golf Team access, and resident days; as well as resident composition of new accepted members and the Club membership, and the prohibition of discrimination on the basis of sex, race, color, creed, sexual orientation, and national origin.
- The Club reported that 82.6 percent of new members for the calendar 2013 season were residents. This is below the 90 percent threshold set forth in Lease section 9.2. The Club received a waiver from the Town Administrator under section 9.5.

- The Committee also reviewed with the Club whether there had been any issues with the neighborhood during the year. The Club reported infrequent complaints about noise and traffic, but no ongoing issues.

HUMAN RIGHTS COMMITTEE

NHRC

Abdul Cader Asmal
Nathan Rosin
Cynthia Ganung
John Schlittler (liason, Needham Police Dept.)
Olly Harari
Marlene Schultz (co-chair)
Amelia Klein (co-chair)
Mike Vaughn
Ashok Mehta
Sandra Walters

MISSION

The Town of Needham's Human Rights Committee strives to reaffirm the worth and dignity of every human being. The diversity of our community is embraced and celebrated through the following activities:

- Education: Advocate appreciation for and respect for diversity
- Community Outreach: Organize community events to constructively promote diversity and tolerance
- Community Response: We respond to issues that challenge the human rights of any individual or group in our community

MEETINGS

Meetings generally held third Thursday of each month at Broadmeadow School Media Center.

FY2013 HIGHLIGHTS

NHRC COMMUNITY EDUCATION INITIATIVES

- Film & Forum: *The Worst of the Worst*

  The Needham Human Rights Committee hosted the Yale Visual Law Project's advance screening off its film – *The Worst of the Worst* – on May 2, 2013 at Powers Hall,

Needham Town Hall Auditorium. The 30 minute film was followed by Q&A and a panel discussion with Aseem Mehta (co-producer & co-director of the film, and a Needham High School alum), Gerard Horgan (Superintendent, Jail Operations, Norfolk County Sheriff's Office), Bonnie Tenneriello (Prison Legal Services, MA) and Andrew Zarrow (Criminal Justice Policy Coalition). Moderator was Jim Glickman, former member and chair of the NHRC. *The Worst of the Worst* documentary portrayed the harsh impact of a supermax prison on prison guards, inmates, and their families. Through stories and interviews with officials and advocates, the film explored who is really being held at this prison, to what purpose, and at what cost. (Event photo available)

- Video & Guest Speaker Presentation: *Spotlight on Human Rights*

  The first of a series of events to inform students, parents, teachers and all community members about their basic human rights was held on November 21, 2013 at the Needham Library. The event began with a video highlighting lack of human rights awareness throughout much of the world today. The film, produced by Youth for Human Rights International, examined the perspectives of young adults and provided a basis for exploring and understanding what human rights means in our day and age, in our country, and in our own lives. A presentation by Laura Rotolo - Staff Counsel/Community Advocate, and a representative of the American Civil Liberties Union of Massachusetts – followed. Ms. Rotolo guided the audience in examining the historical roots of human rights and provided examples of current challenges that Americans face in understanding and protecting the rights of its citizens. Co-sponsored by the Needham Public Library. (Event photo available)

CO-SPONSORED/SUPPORTED COMMUNITY EVENTS

- ***NEEDHAM MLK DAY CELEBRATION*** – January 21, 2013 Needham High School

  The yearly community event celebrates the legacy and the life and achievement of Dr. Martin Luther King. Program highlights included a keynote speaker, storytelling activities for children, musical performances by a children's choir and student musical group, a dance ensemble presentation, and a student art display. NHRC was a co-sponsor of the celebration. Committee members served on the MLK Day Planning Committee, organized and provided refreshments, attended and hosted the event.

- ***IMMIGRATION JUSTICE TASK FORCE COMMUNITY FORUM*** – February 28, 2013

  NHRC served as a supporting organization for an event presented by the Immigration Justice Task Force and the League of Women Voters, held at the Needham Library. The event focused on *Immigration: How Do We Fix a Broken System?* Guest speaker Alexandra Piñeros-Shields, PhD, Senior Research Associate Heller School for Social Policy and Management at Brandeis University. Dr. Piñeros-Shields, who worked in the field of immigration services and advocacy, spoke about immigration policy reform.

- ***NEEDHAM 2ND ANNUAL DIVERSITY SUMMIT*** – October 19, 2013 Pollard Middle School

  The Diversity Summit brings together community leaders, friends, neighbors and students to explore, foster, strengthen and celebrate Needham's diversity – of socioeconomic status, race, sexual orientation, gender, religion, ethnic identity, and age. The Summit attempts to empower groups that may otherwise feel unable or that lack the

confidence to share their experiences and voices, and to provide a safe and inviting space for audiences to listen and respond. NHRC was a co-sponsor of the day-long event. Committee members served on the Diversity Summit Planning Committee and attended and hosted the Diversity Summit. Committee member Dr. Cader Asmal was the invited keynote speaker.

NEW NHRC LOGO AND BROCHURE

The NHRC adopted a new logo. The logo design, which is globally recognized, combines the shape of a hand with that of a bird. It was created by an international committee for the promotion and protection of human rights. The logo was incorporated into a new brochure created by the Committee. Image setting was done by Committee member Nathan Rosin, a Needham High School student. Brochures are distributed at NHRC events and are displayed at Town Hall and the Needham Library.

NEEDHAM HISTORICAL COMMISSION

Richard Hardy, Chair
Gloria Greis
Carol Boulris
Sandy Tobin
Dr. Miles Shore
Bob Boder

PURPOSE

The Historical Commission was created to ensure the preservation, protection, and development of the historical assets that are the visible evidence of the Town of Needham's history. The Commission seeks to identify places of historic or archeological value, and to coordinate with other town boards bodies to preserve the town's historical heritage. The functions of the Historical Commission include assisting residents in obtaining historical information about the Town, reviewing proposed demolition projects in accordance with the Demolition Delay By-law (2.11.5), and working with the Town in the evaluation of the future use of historic buildings. There are seven members on the Historical Commission. Members of the Commission are appointed by the Board of Selectmen for three year, staggered terms.

FY2013 ACTIVITIES

REVIEWS OF INVENTORY PROPERTIES

The Historical commission laments the loss of two very historical houses in Needham in 2013:

- 171 Warren Street – The Caroline G. Mills House. The Historical Commission voted to find the house preferably preserved due to integrity of style and design, eligibility for National Register, significance to town center development and neighborhood; imposed 6-month demolition delay. With the expiration of the six month demolition delay the house was demolished to make way for the development of two houses on the property.
- 664 Great Plain Avenue – The William B. Pickett House – a fine example of local 19th century farm house. The Pickett house was demolished in 2013 to make way for a new house to be built on the property.
- Cricket Field – commission reiterated its opposition to the possible use of Cricket Field as the new site for the Hillside School. Although the Field is listed in the Needham Historic Inventory, it is not a structure and therefore does not come under the Commission's jurisdiction for demolition review.

CPC GRANT

- The Community Preservation Committee agreed to grant the NHC $25,000 in 2012, for a new round of historic house reviews for the Inventory. A contract was awarded to Community Opportunities Group through the open bidding process in 2013. Work is slated to begin in 2014.

HISTORICAL PROPERTIES NOW LISTED IN TOWN WIDE GIS AND STATE MACRIS DATABASE

As the result of the work of the historical commission and the town IT department a map overlay of all historical properties or locations is available and viewable on the town GIS (Geographical Information System) website: http://www.needhamma.gov/index.aspx?nid=1905

This listing was produced as part of the CPC grant made to the Needham Historical Commission in 2010 as part of the Commission's second historical property inventory conducted at that time. Residents and interested parties can now view the location of designated historical places, building and structures located in Needham with links to the Massachusetts Historical Commission's MACRIS (Massachusetts Cultural Resource Information System) database and will be able to view descriptions, photo's, background and history of selected places: http://mhc-macris.net/

MA HISTORICAL PRESERVATION AWARDS The Needham Historical Commission nominated the Town Hall renovation project for an MHC award. The Needham Historical Commission is pleased to announce that The Massachusetts Historical Commission named the Town Hall project as one of the MHC award recipients in 2013.

HOUSE STORIES Commission member Robert Boder continued to produce a number of new short documentaries about historic properties in Needham. The films are broadcast on The Needham Channel cable TV and are available as DVDs. The new documentaries have been well received and the series is ongoing.

COMMISSION APPOINTMENTS/RESIGNATIONS After many years of service on the Historical Commission Ms. Sandy Tobin resigned from the Commission. Mr. Jonathan Yellin was appointed to the Commission by the Selectmen to replace Ms. Tobin. Mr. Yellin resigned in September and was in turn replaced by Mr. Jeffrey Heller.

NEEDHAM FREE PUBLIC LIBRARY

BOARD OF TRUSTEES
Thomas M. Harkins, Chair
Lois C. Bacon
Rose A. Doherty
Richard C. Hardy
Thomas M. Harkins
Margaret L. Pantridge
Gregory J. Shesko
Lois F. Sockol

The Board of Library Trustees derives its authority from Massachusetts General Laws, Chapter 78, Sections 10 and 11, and the Needham Town Charter Part 3, Section 19. In conjunction with its Strategic Plan, the Board of Library Trustees has adopted the following Vision and Mission Statements.

VISION STATEMENT

The Needham Free Public Library will provide the community with access to resources to support its users' evolving educational, intellectual, recreational, and cultural needs. The library will provide an open environment for interaction among people of all ages, interests, and abilities.

MISSION STATEMENT

The Needham Free Public Library is committed to:

- Providing resources and technology to support library users in obtaining the information they seek
- Promoting collaboration, cultural awareness and understanding among individual users and community groups in the community it serves
- Fostering an environment that stimulates imagination and learning

LIBRARY STAFF
Ann C. MacFate, Director
Dana Mastroianni, Assistant Director
April E. Asquith, Reference Supervisor
Diane T. Browne, Technical Services Supervisor
Janet E. Prague, Children's Supervisor
Danielle Tawa, Technology Specialist/Archivist
Catherine D. Stetson, Reference Librarian/AV Specialist
Gay Ellen Dennett, Reference Librarian/Program Specialist
Deborah A. Lovett, Circulation Supervisor
Carolin S. Davis, Assistant Children's Librarian
Manuela R. LaCount, Assistant Cataloger
Karen H. Donaghey, Library Assistant
LuAnn M. Caron-Leslie, Library Assistant

PART-TIME REFERENCE STAFF
Jeffrey R. Arnold
Mary H. Conlon
Brenda L. Ecsedy
Kathleen S. Fitzgerald
Leigh R. Hoffman

CUSTODIAL STAFF
Angel R. Lopez
Raymond B. Cranton
Howard R. Egerton

PART-TIME CHILDREN'S STAFF
Kerri O. Brosnan
Elaine M. Garnache
Diane L. Shetler
Pamela C. Yosca

PART-TIME LIBRARY ASSISTANTS
Erin G. Bassett
Sandra J. Bedigan
Annalisa Bishop
Charlotte R. Buxton
Karen C. Gallagher
Melanie A. Griffiths
Judith G. Johnson
Irene L. Kamergorodsky
Janet S. Krawiecki
James Laurence-Archer
Cheryl Miller Smith
Christine M. Moynihan
Ellen A. Porter
Deborah J. Reardon
Ellen J. Stalter
Joan P. True

FY2013 HIGHLIGHTS

JULY

- The Reference Department added *Morningstar*, *Encyclopedia Britannica*, *and the Nursing Resource Center* databases.
- 245 children registered for the Summer Reading Club.
- The Minuteman Library Network finished migrating all member libraries to gmail.
- The library replaced its failing cork tile floors with Marmoleum tiles.
- The internal parts of the clock in the tower were replaced.

AUGUST

- The Children's Department held a well-attended summer Film Festival.
- Using ereaders purchased by the Friends of the library, the Reference Staff learned how to use the devices, so that they would be able to offer training to the public.
- The Needham channel began filming book reviews, featuring Reference Librarian Cathy Stetson.
- A new panel on the glass balustrade was installed to replace the panel that shattered. A new railing was installed to stabilize the glass panels.

SEPTEMBER

- The Library Foundation of Needham held a most-successful fourth Gala.
- The Friends of the Library held its 40th Annual Fall Book Sale.
- The ever-popular library afternoon and evening Book Groups resumed, following a summer hiatus.

NOVEMBER

- The Mass. Board of Library Commissioners determined that the Needham Free Public Library met it certification standards, thus making the library eligible for a FY13 State Aid payment.
- The Friends of the Library approved a library staff "Wish List" that included payment for more than fifteen museum passes; supplemental funding for reference books, adult and children's circulating books, and audiovisual materials; a negative/photo scanner for the Archives Department; and a staff paging system.
- The Reference Department added *Global Road Warrior*, a new travel-planning and country information database.

DECEMBER

- The library sponsored an "Electronic Petting Zoo," to acquaint people with the various ereader devices available for purchase. More than 1,140 people attended New Year's Needham events at the library.

JANUARY

- Dr. Gary Hylander presented *The Salem Witch Trials*, the first program in a five-program series on famous trials in American history.

- The Reference Department conducted a course in how to load digital items onto one's ereader device.
- The Friends of the Library hosted author and investigative reporter Hank Phillippi Ryan.
- Newbery award-winning authors Clare Vanderpool and Jerry Spinelli discussed their latest books at a library-sponsored program.
- Representative Denise Garlick met with the three library directors in her district (Needham, Dover, Medfield).

FEBRUARY

- The library installed an electronic bulletin board in the main entrance off the parking lot. The bulletin board will be used to publicize library programs and services.

MARCH

- More than 500 adults and children joined in celebrating the 125th anniversary of the founding of the Needham Free Public Library. Attendees enjoyed a magician performance, a birthday cake in the shape of the library, and a music concert. Children's Program Librarian Elaine Garnache presented the final two sessions of a four-session sensory storytime program.

APRIL

- The annual McIver Lecture Series opened with the program, *Red Sox Baseball in the Days of Ike & Elvis: The Red Sox of the 1950s*, featuring special guest and former Red Sox player Ted Lepcio.
- The ever-popular Art in Bloom displays drew a crowd estimated at 2,750.
- The library's Wi-Fi was upgraded and a new router installed.

JUNE

- The Friends of the Library voted to purchase a new color printer for the library.
- FY13 statistics show that the library increased its books-loaned-to-other-libraries vs. books-borrowed-from-other-libraries status by 3% and is now a 5% net lender. FY13 statistics also show that library borrowers downloaded 83% more books to electronic devices than in FY12.

FY2014 FORECAST

The library will maintain its net lender status. The number of books downloaded to electronic devices will continue to increase, as will use of the self-checkout stations. Use of print materials will remain as the most popular library service.

DONATIONS TO THE LIBRARY

During FY2013 seventy-five people volunteered 1,4,74 hours of service to the library. Volunteers mended the library's books, dusted and straightened the library's shelves, and put returned materials back on the shelves. In addition, the Library Trustees and Friends of the Library worked many hours presenting programs, book sales, and other special events. The Friends of the Library donated more than $53,700 to the library during the fiscal year. This includes both cash gifts and direct payments for items. Friends' donations paid for subscriptions to international magazines; museum passes; adult and children's library programs; reference

books; computer books; sports books; books-on-CD; Playaways; DVDs; audio books; children's books; travel books; law books; business books; the *News for You—An English Language Learner's Newsletter*; funding for children's craft programs; a negative/photo scanner for Archives; a paging system for the Circulation Department; and young adult books, graphic novels, books-on-CD, and playaways. The Needham Garden Club supplied weekly flower and plant arrangements for the library's lobby, purchased the pass to the Garden in the Woods, and maintained planters in the main entrance lobby and at the Highland Avenue entrance. The Lions' Club donated funds for the purchase of books for the library's Large Print Collection. The Quinobequin Quilters provided the library with a pass to the Quilt Museum. The Massachusetts Department of Conservation and Recreation gave the library a Massachusetts ParksPass to the State's parks. The Library Foundation of Needham provided funds for many of the library's programs, purchases for the audiovisual collection, a pass to the Danforth Museum and a pass to the Concord Museum. Other people, clubs, groups, and organizations that made significant donations to the library in FY13 include:

Harold J.A. Street, III
Project VAN (Volunteers Around Needham)
Needham High School Community Classroom Program
The Needham High School Anime Club
Needham High School Class of 1952
Needham Bank

Thank you to the many individuals who displayed their paintings and pictures in the Friends' Gallery and showed their handicraft work in the library's display cases. You provided everyone with a visual feast. Thank you also to the many individuals who made memorial and honoring donations to the library during FY2013. The Trustees and staff are grateful to everyone who made a donation to the library. You enrich the library's collections, as well as the lives of the people of Needham.

	FY11	**FY12**	**FY13**
Memorials and Cash Donations	$51,980	$57,781	$64,203
Value of books, videos, etc. donated	$ 4,254	$ 4,297	$ 4,285

DEPARTMENTAL STATISTICS

	FY11	**FY12**	**FY13**
Adult Department:			
Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	315,745	314,294	307,209
Items loaned to other libraries	58,782	65,151	68,448
Items borrowed from other libraries	61,418	62,627	61,865
Total money returned to Town from fines, fees, lost books, etc.	$57,896.98	$56,756.26	$57,532
Reference Department:			
Reference questions answered	18,805	18,962	17,575
Directional questions answered	3,861	3,857	3,935

Number of people using Genealogy Room	106	98	106
Number of people using Study Rooms	5,431	4,951	5,979
Remote Access	207,610	190,584	246,493
Children's Department:			
Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	232,945	240,188	235,060
Reference questions answered	13,089	12,038	11,926
Story times and other programs	271	304	294
Attendance at programs	13,456	14,273	12,276
Catalog Department:			
Adult books added to collection	7,817	7,965	8,187
Adult books withdrawn	8,492	6,734	6,974
Children's books added to collection	3,606	5,451	3,349
Children's books withdrawn	2,541	1,827	2,489
Audio items added	1,081	1,869	1,628
Audio items withdrawn	152	418	731
Visual items added	1,767	2,150	1,703
Visual items withdrawn	463	671	1,264
Total Collection	165,707	173,492	177,019
MISCELLANEOUS STATISTICS			
Number of registered borrowers	18,812	18,595	18,478
Total hours open	3,370	3,372	3,270
Attendance	364,000	367,640	360,287

NEEDHAM HOUSING AUTHORITY

NEEDHAM HOUSING AUTHORITY
Andrew L. Cohen
Peter Pingitore
William DeBear
Reginald C. Foster
Cheryl S. Gosman

EXECUTIVE DIRECTOR
Debra Guyot

PURPOSE

The Needham Housing Authority's mission is to provide decent, safe and affordable housing for low to moderate income families and individuals and to offer programs and resources to improve the quality of life for residents, program participants and the broader Needham community while respecting the rights and privacy of all. For over 60 years, the Authority has faithfully served the town of Needham by administering State and Federal aided housing programs that provide affordable and low income housing opportunities for Needham's elderly, disabled, and family populations.

The Authority owns and/or manages 436 units of affordable housing distributed as follows within the town of Needham:

Units	Program	Location	Bedroom size
152	State (Ch.667)	Linden & Chambers Street elderly/handicapped	1 BR and Studio
20	Project-Based Vouchers-S8	High Rock Homes (Rentals)	2 & 3 BR
20	Mixed Finance	High Rock Townhomes Homeownership-Condo	2 & 3 BR
8	State (Ch.689)	1415 Great Plain Avenue 8 units for Special Needs	1 BR
46	Federal	Seabeds Way elderly/handicapped	1 BR
30	Federal	Captain Robert Cook Drive	2, 3 & 4 BR
60	Federal	High Rock Estates Family/Veteran	2 & 3 BR
100	Federal	Section 8 Tenant Based Vouchers	Scattered in private housing

The Needham Housing Authority provides executive and management services to the Wellesley Housing Authority through a management agreement. The Wellesley Housing Authority owns 235 units of state subsidized family and elderly housing and has 11 federal Section 8 vouchers.

Oversight of the Needham Housing Authority is provided by the following five members of the NHA Board of Commissioners all of whom are residents of Needham. Four of the NHA Commissioners are elected by the Town and one Commissioner is appointed by the Governor. The commissioners' service expires in the following manner:

	Office	Term expires
Peter Pingitore	Chair	April 2015
Reginald C. Foster, Governor's Appointee	Vice Chair	May 2016
Cheryl Gosmon	Treasurer	April 2014
William DeBear	Commissioner	April 2016
Andrew L. Cohen	Commissioner	April 2018

STAFFING

The NHA's Executive Director currently supervises six administrative staff employees and four maintenance staff employees at the Needham Housing Authority as well as four administrative staff employees and four maintenance employees at the Wellesley Housing Authority.

The NHA administrative staff is composed of the following individuals:

Debra Guyot	Executive Director	James Murphy	Deputy Director of Maintenance
Dawn Beaulieu	Deputy Director	Sandra Amour	Office Manager
Patricia Edmond	Leasing Administrator	Penelope Kirk	Resident Services Coordinator
Carol Capone	Bookkeeper		

The NHA maintenance staff is composed of the following individuals:

John Pladsen Dan Mann Bryan Trundley Al Conti

The Authority remains committed to providing high quality maintenance, property management, and resident services in order to serve its clients and preserve the existing housing stock as a public resource for decades to come. Staff members regularly attend seminars and training programs to enhance their professional effectiveness.

BUDGET DATA

The Needham Housing Authority maintains separate budgets for each of its programs. Monthly rent receipts are the major source of funding for the Authority. Additional operating and capital improvement subsidies are provided through the Department of Housing and Urban Development for the federal programs and the Massachusetts Department of Housing and Community Development (DHCD) for the state programs.

The Authority receives no Town of Needham money for its continued operation and is not part of the Town's budget. Under a management agreement with the Wellesley Housing Authority, the Needham Housing Authority collects a monthly management fee for the administration and oversight of its programs and properties.

The annual budget of the Needham Housing Authority is a public record and is available for review at the Authority's office at 28 Captain Robert Cook Drive. The latest audit was completed for FYE December 2012 and was performed by Hurley, O'Neill & Company Certified Public Accountants.

FY2013 HIGHLIGHTS

- In June, the Housing Authority extended best wishes to Executive Director Pamela Allen on her retirement and in October it welcomed Debra Guyot, as Executive Director. Ms. Guyot previously served as Executive Director of the Lynchburg, VA Redevelopment and Housing Authority and the Keene, NH Housing Authority.
- The 2013 grant award for federal Capital Funds from the Department of Housing and Urban Development for capital improvement projects at Captain Robert Cook Drive and Seabeds Way was $86,714. In 2012, the grant amount was $90,215 and in 2011, it was $99,661.
- The Housing Authority repaired sidewalks at the Linden Street property with funds from the 2013 Health and Safety Initiative Award from the MA Department of Housing and Community Development.
- Other capital improvement projects at state subsidized properties included the driveway replacement at 1415 Great Plain Ave., replacement of the Community Room roof at Linden Street and a boiler replacement at Linden Street.
- In collaboration with the Norfolk County Sheriff's department, the Authority utilized the services of inmates performing supervised community service to repaint buildings at Seabeds Way and Linden Street properties, repaint the community room at Chambers Street and repaint playground equipment at Captain Robert Cook Drive.
- Through a program coordinated by the DHCD Energy Office, 64 units at Linden Street and Chambers Street qualified for new Energy Star refrigerators, which will be installed in 2014. Common area lighting will be replaced with new energy efficient lighting fixtures.
- Wait lists: average wait time for a one bedroom unit is 6 months- one year; two and three bedrooms- 2 years, and four bedrooms-5 years.

HIGH ROCK ESTATES

In 2013, the Authority completed the multi year process of converting 60 High Rock Estates single family homes to a federally funded housing program. Through the federalization process, the Authority was able to complete major renovations including roof replacements, bathroom upgrades, exterior power washing, siding repairs, masonry repairs, and landscaping improvements. As of July 1, 2013 the units are part of the federal portfolio and are subsidized through the Department of Housing and Urban Development.

LINDEN-CHAMBERS STREET SENIOR HOUSING

The Linden-Chambers senior housing complex continues to provide conveniently located, affordable housing options for seniors and disabled individuals who wish to live independently.

The NHA Board of Commissioners continues to explore the feasibility of redeveloping this community and replacing the current studios with modern, one bedroom apartments with increased accessibility for disabled residents. In support of these efforts, the Town of Needham's CPC awarded a $50,000 grant to the NHA to conduct the various studies necessary to properly evaluate redevelopment options for these sites.

In 2013, a comprehensive Housing Needs Assessment was completed by consultant, Karen Sunnarborg, a five year Property Development Plan was submitted by H&H Associates, LLP,

and Environmental and Engineering Studies were provided by Vanasse Hangen Brustlin, Inc. The Housing Authority plans to pursue redevelopment options in 2014 and looks forward to working with the town, neighbors and other community stakeholders throughout the process.

Care Connections, a cooperative venture with Springwell and the Needham Housing Authority provides support for senior and disabled residents who require a little assistance with their activities of daily living. Springwell provides two overnight on-site personnel for urgent care at Linden-Chambers. An additional full-time care coordinator works with residents and sets up services such as homemaking, transportation, medication reminders, at-home meal delivery and other available community services. The costs for these resident services are income and need based and are provided to residents on a sliding scale.

The Needham Housing Authority is pleased that this option exists for Needham residents and we remain committed to helping our senior residents live independently for as long as possible. Interested seniors or families of seniors may request an application for housing by contacting the Needham Housing Authority management office at 781-444-3011.

CAPTAIN ROBERT COOK DRIVE AND SEABEDS WAY

The Housing Authority utilized federal capital funds to replace exterior doors including storm doors in nineteen units at Captain Robert Cook Drive. Modernization efforts at these sites will continue in 2014.

In accordance with HUD requirements, the Housing Authority underwent an energy audit of the 76 units at Captain Robert Cook Drive and Seabeds Way with a goal of identifying potential energy and water efficiency measures. The Housing Authority will review the results of the audit and develop a plan to implement suggested energy savings measures.

COMMUNITY PARTNERSHIPS

The Authority works in collaboration with many local organizations including Needham Community Council, Cradles to Crayons, Toys for Tots, Needham High School, Babson College, Olin College, Noble and Greenough School, the Needham Park and Recreation Department, the Linux Club, and the Kalmia Club. These important partnerships provide residents with additional services and opportunities.

RESIDENT SERVICES

Our Resident Services Coordinator assists families and seniors residing in NHA communities by connecting them to area service agencies and resources. Penny Kirk, the Resident Service Coordinator of the NHA works closely with the Needham School Department coordinating the school curriculum with the After School Program provided at the Cooks Drive Community Room. Student volunteers from Babson College, Needham High School, and Noble and Greenough School come to the program four days per week. Generous donations from Needham Bank, Family Federal Savings, and Dedham Bank provide some of the funding for this program. Trader Joe's provides free fruit and vegetables. Residents of Seabeds Way also benefit from the Trader Joe's donations. Cradles to Crayons, Toys for Tots and Backpack Basics are organizations that provide clothing and books, holiday toys and back to school backpacks. Occasional parties and entertainment are provided at the Chambers and Seabeds Community

Rooms. The Police organize an annual cookout for the family neighborhood and Seabeds Way residents.

CONTACT INFORMATION
Applicants and families may call the Needham Housing Authority to request an application for housing. The office is open from 8:00 A.M. until 4:00 P.M. from Monday through Thursday, 8:00 A.M. until 2:00 P.M on Friday.

The administrative office is located at 28 Captain Robert Cook Drive in Needham. You may contact NHA staff by phone at 781-444-3011 or by email: NeedhamHA@aol.com.

PARK AND RECREATION

PARK AND RECREATION COMMISSION
Michael J. Retzky, Chairman
Cynthia J. Chaston, Vice Chairman
David C. DiCicco, Member
Thomas M. Jacob, Member
Andrea L. Shorthose, Member

DEPARTMENT STAFF
Patricia M. Carey, Director
Karen A. Peirce, Assistant Director
Nicole DiCicco, Recreation Supervisor
Cassandra Halloran, Administrative Specialist

PURPOSE
Empowered by Chapter 45 of the General Laws of the Commonwealth of Massachusetts, the Park and Recreation Commission:

- Provides balanced, year-round recreation programming and leisure services for all ages.
- Serves as steward of over 300 acres of public parkland including the Town Forest; and schedules recreation and athletic facilities.
- Manages Rosemary Pool and Lake as the principal aquatic recreation facility.
- Provides long-range open space and recreation planning.
- Coordinates and provides support services for many community organizations.
- Provides youth leadership training and volunteer resource development.

The five members of the Park and Recreation Commission are elected to three-year terms. The Commission typically meets on the second and fourth Mondays of each month.

FY2013 HIGHLIGHTS
The benefits of Park and Recreation services, in communities across the country, are endless, and the Needham Park and Recreation Commission is proud of the partnerships it has developed with many in the Town to enhance the lives of all Needham residents.

The National Recreation and Park Association has conducted research on three core principles that include *Conservation:* protecting open space, connecting children to nature, and engaging communities in conservation practices; *Health and Wellness:* leading the community to improved health and wellness through parks and recreation; and *Social Equity:* ensuring all people have access to the benefits of parks and recreation. Needham Park and Recreation continues to strive to meet these three pillars through services, programs and facilities.

ECONOMIC BENEFITS

- Commission waived Summer Program and Rosemary Pool fees of over $30,000 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities, an increase from prior years;
- Commission generated more than $250,000 in revenue that was deposited into the Town's General Fund;
- Department offered programs through the use of a revolving fund fees, generating more than $220,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees;
- Harold J. Street, III provided $22,000 in his will to be spent by the Park and Recreation Commission, which will be dedicated to small projects along trails or at parks;
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs;
- Commission and Memorial Park Trustees discussed Field Maintenance Fees with sports organizations who regularly use fields, and it was determined to raise the original fee of $5/participant/season to $10/participant/season as of 1/1/14;
- Assisted with field maintenance projects financed through Field Maintenance Fee, paid by groups using town-owned athletic fields, allowing the DPW Parks and Forestry Division to reduce the damage to fields from overuse. More than $40,000 was collected. In addition, fees charged for organizations holding clinics on athletic fields generated more than $20,000;
- Parent Talk donated financial support for the summer of 2013 Children's Theatre program;
- Needham Cultural Council, Louise Condon Realty, Needham Exchange Club, Dedham Institute for Savings Bank, Middlesex Savings Bank, North Hill, Tom Nutile Band, Needham Business Association, and many Needham residents donated funds in support of the 2013 summer Arts in the Parks concert series;
- Town Meeting created the Athletic Facility Improvement Fund, with an initial balance of more than $280,000, to prepare for future capital improvements on athletic fields;
- Director served as staff liaison to the Community Preservation Committee;
- Commission supported efforts at the State House to change the text of the Community Preservation Act legislation, to allow use of CPA funds for capital projects on properties already owned by the Town. The updates were approved in July 2012, and the first project approved under this new legislation was at the November 2012 Special Town Meeting which authorized $445,000 for the renovation of Greene's Field, including a new playground;
- The Greene's Field fundraising group raised more than $180,000 for the purchase of the new playground at Greene's Field, and the design was finalized during the spring of 2013, with installation anticipated in fall of 2013;
- Projects funded from Community Preservation Funds in May 2013 include the update of the Town's Open Space and Recreation Plan; the design of the renovation of the Newman athletic fields and the adjacent Eastman Conservation Area; the design of some park improvements at Mills Field; and design of an all-accessible trail around the Reservoir.

COMMUNITY BENEFITS

- Rosemary Pool celebrated its 40th birthday in July 2012;
- Weston & Sampson was hired to undertake a feasibility study of Rosemary Pool and the site. They began the study prior to the annual maintenance work and will continue through the full season, developing a variety of options for possible future uses and aquatics;
- Construction began for the rehabilitation of Walker-Gordon Field and incorporating the adjacent two parcels of land recently purchased to expand the field and create a garden and seating area near the pond;
- Worked with Bay Colony Rail Trail group, and representatives from Dover, Medfield and Newton to study the possibility of unused rail right-of-way being used for recreation path. The primary focus has been on the 2 mile section that begins at Needham Junction and extends to the Charles River and the border with the Town of Dover. A study of the recreation path was completed by Fay, Spofford and Thorndike and preparations were made to request that the Board of Selectmen enter into a long-term lease agreement with the MBTA;
- Designs were finalized for the new Greene's Field Playground, and a major fundraising campaign was held, raising more than $180,000 for the purchase of new playground equipment;
- Designs were developed and finalized for the renovation of Greene's Field. CPC funds were approved for the work at the park, including the installation and the surfacing for the playground area. Greene's Field will continue to have a passive park on the Great Plain Avenue end of the park, active recreation in the center with a 60' diamond, a small multi-purpose field, and a basketball court. The final section will be a fenced in playground area;
- Director worked with Town Manager to create a new part-time position for a playground maintenance specialist, and approval was granted by the Personnel Board. Funding is now being established;
- DPW created new on-street parking area at Avery Field during reconstruction of Webster Street;
- Youth Services' Project Van provided a summer carnival day at Cricketeer Adventure program, did a trails clean-up project on the Rosemary Lake trails, and painted a wood structure at the DeFazio tot-lot;
- Held Field Scheduling Summits, with sport league officials for eleventh year, regarding annual use of athletic fields, and continued long-term project on working with leagues to revise field scheduling policies to relieve overuse of fields and to benefit participants;
- Celebrated the contributions of the DPW to Park and Recreation facilities and projects with "Touch the Trucks," an annual community event;
- Worked with resident sponsored committee studying the concept of a community center.

ENVIRONMENTAL BENEFITS

- Director served on Town's Integrated Pest Management (IPM) Committee with the Town Manager, Parks and Forestry Superintendent, Health Director, Conservation Agent, and Supervisor of Custodians, assisting with enforcement of IPM Plan and Child Safety Act;

- Continued implementation of goals in Open Space and Recreation Plan, and received funds at Town Meeting for an update of the Plan;
- Director and Assistant Director worked with Trails Advisory Group with representatives of Conservation Commission and staff, DPW Parks and Forestry, and Park and Recreation Commission. Assistant Director serves as Trails Coordinator, assisting boards with jurisdiction over Needham's trails;
- Seventeen Trails Stewards regularly walk designated sections of trails at eight locations, assisting with light maintenance and reporting issues to Trails Coordinator;
- Assistant Director coordinated park and trail clean-up projects in the spring and fall, with 2,131 pounds of trash picked up;
- Assistant Director worked with a variety of organizations and individuals on park clean-up projects, including assisting several Eagle Scout (Boys Scouts) and Gold Medal Award recipients (Girl Scouts) with completion of their projects. Projects included Ryan Collarusso and Holden Barth's Eagle projects to each clear half of the Charles River Trail at Ridge Hill; Temple Beth Shalom's Tikum Olam Day to clear the Swamp Trail and Chestnut Trail at Ridge Hill; Eagle Scout Matt Bejian's project to plant 23 Emerald Arborvitae at the High School tennis courts, and add two spectator benches; Eagle Scout Ted Morin's project to rebuild the turnboards in Rosemary Pool; the Berkshire Bank employees did a pre-season clean-up at Rosemary Pool; the High School Environmental Club assisted with the annual spring clean-up day. These volunteer projects typically also received donated materials or materials are purchased through fundraising efforts, saving the Town thousands of dollars on labor and costs;
- Continued implementation of projects listed in completed Trails Master Plan;
- Assisted MA Division of Conservation and Recreation with design plans to improve recreation path from Highland Avenue to 4th Avenue, parallel to the Charles River.

PERSONAL BENEFITS

- Department is part of national campaign to get "Kids into Nature." More than 40,000 annual hours have been tracked at Park and Recreation sponsored programs;
- Fitness was a key component for many programs, in addition to nature. New programs created include Down on the Farm (with the Community Farm organization), Hikes for Tikes, Owl Prowl, and the ballet program underwent a re-design to become Dance and Movement;
- Assistant Director served as the Town's representative on the Needham Commission on Disabilities;
- Held successful annual Spooky Walk in collaboration with Needham Business Association and annual Fishing Derby at the Reservoir with the support of local fishing organizations. The Assistant Director serves as the Advisor to the High School Fishing Club;
- Assistant Director worked with YMCA and Youth Services on annual "Needham Unplugged", including one family night without homework, meetings or events;
- Director, Assistant Director and Recreation Supervisor attended workshops and seminars, including bringing children back into nature; social media; playground safety and ADA requirements; the concerns related to overweight children and obesity; harassment and bullying; the study of youth sports; integrated pest management; customer service; safe

pool operations; creative programming; funding resources; training of staff; and Complete Streets. Summer program directors participated in Metrowest regional training program that the Recreation Supervisor helped coordinate.

PUBLIC HEALTH

BOARD OF HEALTH
Edward V. Cosgrove, Ph.D
Stephen Epstein, M.D
Jane Fogg, M.D.

DEPARTMENT STAFF
Janice Berns, R.N., M.S., Ed.D., Director
Donna Carmichael, R.N., Public Health Nurse
Anne Clark, M.P.H. Public Health Program Coordinator
Maryanne Dinell, Traveling Meals Coordinator
Tara Gurge, R.S., M.S., Environmental Health Agent
Brian Flynn, R.S., Environmental Health Agent
Danielle Landry, Animal Inspector
Jane Lischewski, Administrative Coordinator
Karen Mullen, M.B.A., Substance Abuse Coordinator
Carol Read, M.Ed., CAGS, Substance Abuse Senior Program Coordinator
Donna Vigliano, R.N. Public Health Nurse

PURPOSE

The Needham Health Department is empowered through the Needham Board of Health by the Massachusetts General Laws to enforce state and local public health and environmental regulations. The mission of the Department is to prevent disease, promote health and protect the public health and social well being of the citizens of Needham, especially the most vulnerable.

FY2013 HIGHLIGHTS

- On a budget of $462,130 an additional $442,112 was received during the year including $368,753 in grants and donations and $73,359 in permits and fees.
- Currently the Health Department Chairs the Housing Taskforce, Co-Chairs the Needham Coalition for Suicide Prevention, Co-Chairs the Local Emergency Planning Committee, Co-Chairs the Domestic Violence Action Committee, Leads the Needham Youth Substance Abuse Prevention Coalition, Coordinates the Tobacco Control Program, and Coordinates the Medical Reserve Corps.
- The Public Health Department is spending more hours assessing, counseling, coordinating and referring Needham residents in need of Mental Health Services. The need in all age groups is increasing. A CHNA #18 Community Needs Assessment

ranked mental health needs as the number one priority in Needham. The Health Department was also on the Beth Israel Deaconess Hospital Needham Steering Committee for their Community Needs Assessment which also identified mental health needs as a top priority.

- InterFace, brought to Town by the Needham Coalition for Suicide Prevention, provides efficient access to mental health providers and other educational services to the Town Human Services Departments, the Needham Public Schools, and the community residents. Funding is provided by the Kyle Shapiro Foundation and Beth Israel Deaconess Hospital Needham. This service is overseen by the Health Department and the Public School Guidance Department.
- The Health Department continues to look for opportunities for shared services with other towns. The Director is on the steering committee of Norfolk County 7 (Wellesley, Dedham, Westwood, Milton, Norwood, and Canton) and on the regional steering committee for Region-4B (27 towns bordering Boston) focused on Emergency Preparedness activities sharing exercise and deliverables to the Center for Disease Control. Also, the Director is on the steering committee for the Public Health Museum and on the steering committee for CHNA #18 (includes 9 Metrowest communities that includes Newton, Weston, Wellesley, Brookline, Dedham, Dover, Westwood,Waltham).
- The Health Department continues with concussion awareness to youth sports teams and parents within the community in spring. We continue outreach to parents, sports teams and coaches through speaking engagements and dispersing educational materials from the Center for Disease Control.
- The Health Department manages the Heartsafe Community Program in Needham. This program promotes community awareness of potential for saving lives of sudden cardiac arrest victims through the use of CPR (cardiopulmonary resuscitation) and the use of AED's (automatic external defibrillators). We maintain 12 Automatic External Defibrillators in Town Buildings and provide AED/CPR classes to employees of those buildings. 55 municipal employees were trained and certified in American Heart CPR/AED's in addition to Fire and Police personnel.
- The Public Health Department is the connection for the coordination of social services within the community with the following departments: Human Services, Riverside, Springwell Elder Services, Needham Community Council, Needham Police and Fire Departments, Building Department, and the Needham Public Schools.
- The Needham Coalition for Youth Substance Abuse Prevention (NCYSAP) and the Needham Police Department participated in the 3rd and 4th biennial DEA National Medication Take-Back Days. Over 50,000 prescription medications and 20,000 over-the-counter medications have been dropped off for safe disposal since the inception of the program in 2010.
- Medication disposal: 24 hours a day, 7 days a week in the Needham Police Department lobby. Approximately 50 lbs. of medications are collected each month in the *MedReturn* disposal unit. http://www.medreturn.com/_images/MedReturn-spec-sheet.pdf
- *5th Quarter* substance free, evening social events, held in the Needham High School cafeteria after NHS sporting events featuring pizza, music, foosball and ping pong are attended by over 200 Needham High Students. The NCYSAP raised over $10,000 from community businesses, fraternal organizations, parent groups, and residents to support

the ongoing *5th Quarter* Program. http://needham.patch.com/announcements/nhs-teens-enjoy-friday-night-5th-quarter#photo-7828754

- *AlcoholEDU*, an on-line alcohol prevention and education program for high school students. Through collaboration with the Needham High SSchool Health and Wellness Department and the Needham Coalition for Youth Substance Abuse Prevention over 400 9th grade students participate in the interactive SAMHSA, NREPP recognized evidence-based program.
- The Needham Coalition for Youth Substance Abuse Prevention, in collaboration with the Needham Public Health Department, sponsor a psycho-educational *Parent Support Group* program addressing the specific needs of parents of teenagers and young adults navigating the challenges of chronic substance abuse. This program is funded by The Tolman Trust.
- Carol Read and Paula McEvoy, MD co-facilitate a *Power of Parenting* presentation for parents of middle school students. This program offers factual information on the biological, psychological and social/emotional impact of underage substance use, parenting strategies to enhance positive adolescent behavior and resilience.
- Above The Influence (ATI) *Above the Influence*, (ATI) campaign. ATI, the White House ONDCP anti-drug media campaign *"speaks in a voice relevant to today's teens encouraging them to live above the influence of drugs and alcohol and reject the use of any substance that gets in the way of their goals in life."* Students conducted an art class contest to encourage design and creation of the above the influence emblem and received nearly 100 entries. A "Tag It" campaign was held which had youth created personal messages of the negative influences they are working to avoid so they are able to reach their goals. Students created a YouTube video of a small sample of the "Tag It" campaign and the art class submissions to share with the *community.* http://www.youtube.com/watch?v=jWM-RsQhlhI
- Community Awareness & Education Campaign: "Are You Really Aware"? and "Make the Call" featuring four posters, targeted enhanced awareness among parents and adult residents regarding Needham youth substance use rates and parental strategies to decrease youth access to alcohol and other drugs and increase parental engagement. Posters were displayed in over 100 public locations, through and online media outlets, on The Needham Channel news and CBB's as well as shared electronically through multiple community email lists. Website hits increased by over 60 percent from the previous year indicating the success of the campaign. www.needhamma.gov/susbtanceabuse
- The Department completed 29 presentations to community groups, 41 articles for the local print media and the town website, 19 cable news interviews, 13 public service announcements, 10 cable shows and 20 press releases.
- 454 retail/food service inspections conducted on 154 establishments. There were also 85 temporary food permits issued. Every food establishment was inspected routinely at least every six months as required by the Massachusetts Department of Public Health and more often when necessary. There were 15 food complaints investigated, down from 37 last year.
- Permitted 16 grease waste haulers in town.
- 42 general nuisance complaints and 6 housing complaints investigated and resolved.

- 63 employees who sell tobacco products in 11 tobacco vendors viewed the Health Department video on tobacco regulations and procedures to sell. Three compliance checks were completed on all tobacco vendors with no sales to a minor.
- 214 communicable diseases reported and investigated.
- Over 1,346 immunizations were administered in FY 13. More than 1,300 persons participated in the seasonal flu immunization clinics.
- More than 1,980 persons consulted the Public Health Nurses for wellness visits. The nurses also provided approximately 160 hours of care on site to employees, valued at approximately $5,329.
- The Traveling Meals Program delivered over 9,072 meals and volunteers provided over 2,000 hours of service to pack and deliver the meals.
- There were 73 pets placed under quarantine by the Animal Inspector.

GRANTS AWARDED AND DONATIONS RECEIVED

$125,000 The Needham Coalition for Youth Substance Abuse is supported by the federal Drug Free Communities (DFC) Grant program sponsored by the White House Office of National Drug Control Policy (ONDCP) in partnership with the Substance Abuse and Mental Health Services Association (SAMHSA). This five year grant program, for $125,000 per year, supports over 700 community coalitions across the United States in their common mission to prevent and reduce underage substance use. The Substance Abuse Prevention & Education, Senior Program Coordinator directs the DFC Grant federal grant program as a staff member of the Needham Public Health Department.

$18,600 Tolman Trust Fund grant for Adult Substance Abuse Prevention and Education

$10,000 Donations to support the Fifth Quarter events at the High School following sportgames

$8,451 CDC/MDPH Region 4B Public Health Emergency Preparedness grants (4) to fund development of Special Population and Emergency Dispensing Site plans, to purchase supplies, and develop exercises and trainings.

$11,000 National Association of City and County Health Agencies (NACCHO) development grant to fund Medical Reserve Corps trainings and to fund a part time coordinator position.

$3,286 Medical Reserve Corps from the Center for Disease Control.

$500 Massachusetts Department of Public Health for CPR equipment.

$81,533 Human Service grants and donations from state organizations, community organizations and churches to assist needy residents in obtaining fuel, medical care, emergency food, and other emergency assistance as needed. Many residents moved down to 200% of poverty and were eligible for Federal Funds during these hard economic towns.

$26,135 Springwell grant for individuals in the Traveling Meals Program who are unable to pay the cost of their meal.

$3,250 FRIENDS of the Needham Board of Health and Traveling Meals Program, Inc. The group was formed by Needham residents to assist the Health Department in raising and obtaining funds for programs not fully supported by Federal, State and Local Government programs. Funds are used to assist Traveling Meals clients to pay for meals and to assist residents for fuel expenses. Participants must meet

	federal eligibility requirements or have other demonstrated need. FRIENDS also support Health Department programs and initiatives.
$745	Donations – Memorial donations for Traveling Meals.
$3,000	Newton Wellesley Hospital for a Parent Support Group for those with children with substance abuse issues.
$32,000	Volunteer Services provided over 2,134 (approximately equal to $32,000 in salary) to pack and deliver meals to clients in the Traveling Meals Program.
$2,220	Medical supplies donated to the Health Department by Beth Israel Deaconess Hospital Needham for clinical activities.
$38,000	Grant from the Massachusetts Department of Public Health for activities of the Needham Coalition for Suicide Prevention.
$1,000	Community Donations for the Needham Coalition for Suicide Prevention.
$5,593	Virginia & Ruth Bigwood Domestic Violence Trust Fund - supports activities of the Needham Domestic Violence Action Committee and the Health Department.
$4,522	Donations from the community including donations and recycling of old cell phones for activities of the Domestic Violence Action Committee

EMERGENCY PREPAREDNESS

Increasing concern for emergency preparedness 24/7, emergent and re-emergent diseases, and new environmental regulations require that the Health Department sustain and increase its environmental oversight, emergency response and broad-based training programs. Emergent and re-emergent infectious diseases, such as: H1N1, Eastern Equine Encephalitis, SARS, West Nile Virus, Lyme Disease, Rabies and Tuberculosis, reaffirm the need for strong oversight by the Health Department and prompt investigation of all disease reports. These threats require greatly increased coordination between town departments and local communities. Because of the threat of bioterrorism, the department will increasingly be called upon to support police and fire departments in planning for incidents and addressing community concerns. Activities during the past year include:

- Participate 24/7 in MAVEN (Massachusetts Virtual Epidemiological Network). This online technology provides early response to communicable disease prevention and surveillance.
- Center for Disease Control Technical Assessment Review of Emergency Response Plan and Federal Annual Medical Reserve Technical assessment completed and passed.
- Medical Shelter Full Scale Exercise with the Norfolk County -7 (Needham, Wellesley, Dedham, Westwood, Norwood, Milton and Canton) with the Harvard School of Public Health Emergency Preparedness Center.
- PH Radio System Base Station installed and operational for communication for a Public Health radio emergency system in Norfolk County -7 (Needham, Wellesley, Westwood, Dedham, Norwood, Milton and Canton). Quarterly Norfolk County 7 (NC7) communication drills completed.
- Medical Reserve Corp Emergency Notification Drill provided to Needham members. 197 contacted in under 8 minutes using Town Swift Reach Emergency Notification System. Five MRC Trainings were provided locally. Multiple regional trainings were provided as well with many members taking advantage of these trainings as well.
- Safety and Emergency Guidelines for all Municipal Employees. Monthly Town Hall communication drill with hand held radios.

- The Health Department continues to meet monthly with the Emergency Region 4B consortium that includes 27 towns. The Health Director is a member of the 4B Executive Board. Communication drills including two CDC/HHAN emergency communications drills, two 4B Peer Leader communication drill, and quarterly 4B communication drills
- The Health Department and the Fire Department Co-chair the Local Emergency Planning Committee (LEPC) which continues to meet bi-monthly with town departments, local hospital, businesses, the media, and residents. The LEPC is fully certified with the Massachusetts Emergency Management Agency.
- The Needham Medical Reserve Corp has expanded to 180 volunteers in Needham and to over 1,000 in Norfolk County-7 (NC-7; Dedham, Canton, Milton, Needham, Norwood, Wellesley, and Westwood).
- The Needham Public Health Department has been recognized as Public Health Ready by the National Association of County and City Health Organizations (NACCHO).

PUBLIC HEALTH NURSING

The Public Health Nurses continue with disease investigation and surveillance within the community, offer advocacy, consultation, counseling, outreach/case finding, health promotion, screening and immunizations. Provide residents and town employees with education and the opportunity to adopt healthier lifestyles through:

- Wellness Clinics/Blood Pressure checks, Nutritional and other health related counseling
- Education on communicable disease, personal illnesses and disease prevention

The Needham Health Department provides community outreach through speaking engagements with community groups such as the retired Men's Club, and Local Churches as well as the Needham Community Council. Outreach is provided to the local hospital through our coalitions and committee work and speaking engagements with Medical Staff during Grand Rounds. Outreach is increasing with our town employees through seasonal trainings and education such as mosquito and tick borne diseases as well as "How to Stay Healthy" education sent via email and educational boards set up in town buildings. Eight Health Matters articles were published along with four Public Service Announcements and four Needham Cable news interviews with regards to health education and program promotion. The focus of these programs is to keep our community updated and educated on the constant changes in Public Health. The Public Health Nurses also serve on several local committees; Co chair of the Needham Domestic Violence Action Committee, and a member of the Beth Israel Deaconess Infectious Disease Committee, Needham Coalition for Suicide Prevention and the Local Emergency Planning Committee as well as the Needham Housing Task Force.

The Public Health Nurses license and conduct health and safety evaluations for 8 summer camps and 1 tanning parlor within the community. They coordinate human service programs such as the Federal Fuel Assistance program, the Good Neighbor Programs, the Salvation Army Local Unit and coordinate assistance with other local agencies and churches. The Public Health Nurses also administer the food stamp program for the elderly and the disabled in the community.
The Needham Health Department has developed and continues to build the Needham Medical Reserve Corps (NMRC) to assist in Emergency Response. We have over 175 qualified and enthusiastic volunteers to serve as members of a response team for local and regional emergency

health situations such as dispensing medication or vaccinating the Needham population. Multiple Trainings are coordinated and facilitated through the Public Health Nurses with five local trainings provided and multiple other regional trainings available to them throughout the region.

COMMUNICABLE DISEASE

The following communicable disease statistics represent those reported in the last three years, along with some of the screening programs and activities performed during the year:

	FY 11	FY 12	FY 13
Babesiosis	2	4	2
Campylobacter	6	7	14
Cryptosporidia	0	1	4
E-Coli	0	1	0
Ehrlichiosis/HGA	3	0	3
Enterovirus	0	2	0
Giardiasis	1	9	4
Haemophilus Influenza	1	0	0
Hepatitis B	5	3	5
Hepatitis C	10*	10	6
Flu	NA	NA	90
Legionulosis	0	1	1
Lyme Disease	35	37	53
Meningitis(asceptic)	1	1	0
Meningitis (Bacterial)	1	0	0
Mumps			1
Noro Virus	0	4	2
Pertussis	2	0	0
Salmonellosis	5	7	7
Shigella	0	1	1
Strep A (GAS)	2	2	2
Strep Group B	2	1	4
Strep Pneumonia (Inv.)	2	7	2
Toxoplasmosis	0	0	0
Trichinosis	1	0	0
Varicella	4	8	13
Yersinia	1	0	0
Tuberculosis	0	1	0
Vebria	0	1	0
TOTAL	84	108	214

*Newly released state data – chronic cases

SCREENING PROGRAMS

	FY 11	FY 12	FY 13
Employee Wellness	856	1052	1178
Employee Education/Training (351 employees)	8	9	10
Mantoux Testing	51	70	97
Police Weight Screening	42	37	22
Wellness Office Visits	546	505	539
Wellness Clinics - Visits	212	226	233

IMMUNIZATIONS

	FY 11	FY 12	FY 13
Influenza Doses Administered	1564	1206	1300
Other Immunizations Administered	98	45	46

LICENSED FACILITIES

	FY 11	FY 12	FY 13
Day Camps	9	9	8
Inspections	24	25	18
Tanning Parlors	2	1	1
Inspections	6	3	3

HUMAN SERVICE

Senior SAFTE

The Public Health Nurses coordinate the Senior Safety And Food Training and Education Program (Senior SAFTE) with the Traveling Meals program coordinator. In the past 13 years of the program, over 675 home visits were conducted to review nutrition, medication management and safety issues with this high-risk population. Senior SAFTE's goal is to keep Needham's elders living safely in their homes.

FEDERAL FUEL ASSISTANCE PROGRAMS

The Salvation Army Program, "Gift of Warmth" and "FRIENDS" Programs assist those Needham residents who meet specific financial criteria, with payment towards heating and electric bills. Federal Food Stamps for Senior Citizens and disabled individuals only, are available to qualified Needham Residents. The Health Department is the local service unit for Needham.

ASSISTANCE AND HUMAN SERVICE PROGRAMS

	FY 11	FY 12	FY 13
Coordinate Local Assistance (families)*	165	119	122
Federal Energy Assistance (families)	133	166	148
Salvation Army (families)	20	14	14

*Funds/services contributed by local human service agencies and houses of worship

ANIMAL INSPECTIONS

Animals Quarantined for Exposure to Potentially Rabid Animals

	FY 11	FY 12	FY 13
Cats (45-day quarantine)	25	14	11
Cats (6-month quarantine)	4	6	4
Dogs (45-day quarantine)	8	9	7
Dogs (6 month quarantine)	0	2	0
Cat/Human	3	0	0
Dog/Human	18	14	12
Dog/Dog	1	2	6
Bat/ Human Exposure	7	8	9
Wild Animal/Human Exposure	1	0	2

ENVIRONMENTAL HEALTH

Environmental Health activities are determined by legal mandate, complaints, licensure, permit requirements, inquiries, and regulatory enforcement of Board of Health, State Sanitary Code, Department of Environmental Protection, and Right-to-Know. Implementation and enforcement of State and Federal regulation requirements and applicable local laws and administrative rules and regulations is the number one priority to assure compliance with environmental quality and public health protection objectives.

The Environmental Health Agents protect the public's health by monitoring and regulating a variety of establishments throughout town. They license and conduct inspections of all retail/food service establishments (including mobile food vendors), tobacco vendors, public/semi-public pools and special purpose pools, a bottling company, and establishments that use sharps within the community. They also issue temporary food event permits and conduct inspections at all outdoor food events (annual fairs & the Farmers Market, etc.)

The agents also review proposed plans and conduct inspections of new/upgraded Title V septic system installations and repairs. They also conduct the following: Inspect Chapter II sanitary housing units, review subdivision plans (for off-street drainage bond release requests); and

follow-up on a variety of complaints (food/nuisance/housing/tobacco). They review the following: notification of demolition applications; septic hauler/installer permit applications; and well permit applications (irrigation and geothermal). They also review domestic animal permit applications and issue annual permits along with conducting inspections and quarantine animals as needed. Tobacco compliance checks are conducted every four months and routine tobacco inspections are conducted every six months. Agents also respond to work place smoking complaints.

The Environmental Health Agents actively work with other Town Departments in providing environmental risk assessment and control. In addition, to ensure environmental quality, the agents respond to environmental issues.

Another primary focus is to improve community awareness of public health issues and to help reduce the incidence of seasonal public health concerns by providing health education and information to Needham residents. This is accomplished through newspaper articles, on-site trainings, and by providing in-house brochures and State/Federal website links which contain up to date public health information. They continue to be involved in a variety of seminars and on-going training sessions, which include certification renewals (ServSafe Food Training, Soil Evaluator, Certified Pool Operator, Housing Inspector) to remain apprised of today's public health issues and to review the most up to date code requirements.

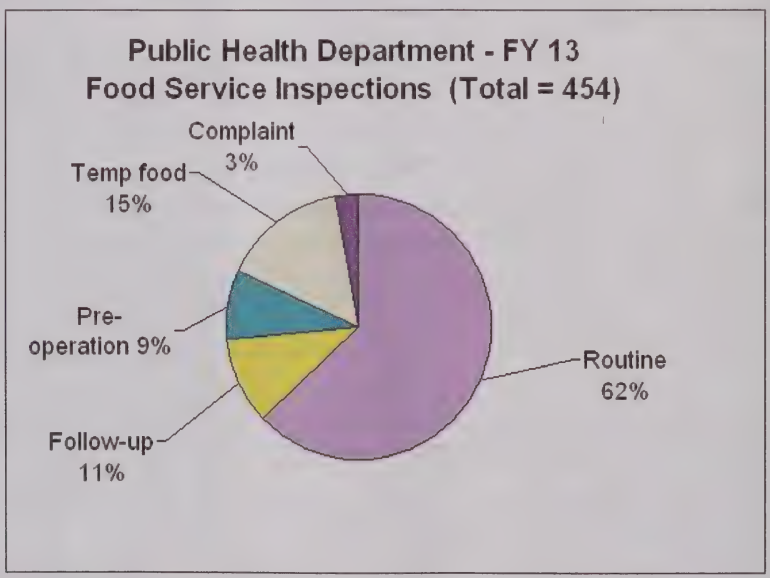
INSPECTIONS AND REVIEWS

The following is a listing of environmental health permits and field inspections performed by the Environmental Health Agents.

	FY 11	FY 12	FY 13
Carbonated Beverages:	1	1	1
Chap. II housing inspections/follow-ups:	31	30	27
General nuisance complaint follow-ups:	71	56	42
Title V septic system inspections			39
Title V septic plan reviews			120
Title V septic home additions			4
Title V septic systems installations:	6	4	9
Subdivision field inspections/plan reviews:	21	2	11
Swimming pool inspections:	15	15	15
Suspect food borne illness reports submitted to state:	0	1	0
Demolition reviews:	94	88	85
Tobacco compliance: Checks, complaints and inspections:	74	62	68
Hotel inspections	1	1	1

LICENSES AND PERMITS

	FY 11	FY 12	FY 13
Animal Permits:	6	9	12
Bottling Plant Licenses:	1	1	1
Food Establishment Licenses:	146	143	157
One-Day & Temporary Event Permits:	101	97	85
Mobile Food Licenses:	6	5	7
Septic Hauler Permits:	15	12	11
Grease Hauler Permits:			16
Sharps Hauler:			2
Subsurface Sewage Installer Permits:	15	8	12
Tobacco Sales Permits:	11	10	11
Caterers:	3	3	3
Disposal of sharps permits:	7	6	7
Funeral Directors' Licenses:	3	3	3
Burial Permits:	390	303	399



PUBLIC HEALTH PROGRAM COORDINATOR

The Public Health Program Coordinator focused efforts around emergency preparedness activities, communication and media outreach, coalition organization, and assisting the Director with ongoing projects.

Below is a list of the various projects the Public Health Program Coordinator contributed to throughout the year:

- Participated in the Norfolk County 7 Mass Care Series Full-Scale Shelter Exercise on April 27, 2013
  - Provided feedback on shelter exercise and developed slide deck for de-brief session
  - Attended NC7 meetings and planned for future projects
- Grant reviewer for CHNA 18 Grants Promoting Mental Health and Well-Being
  - Attended grant reviewer training
  - Reviewed grants and scored feasibility
  - Met with grant review team to decide on funding
- Member of BID- Needham Community Health Assessment Steering Committee
  - Met with Steering committee to define scope of assessment
  - Participating in community assessment
  - Met with Steering committee to review results
- Research and develop health matters articles for publication in local news media
  - Research and write articles on emerging health issues in Needham community.
- Member of DVAC – Domestic Violence Action Committee-
  - Coordinate programs for Needham public television
  - Attend meetings and participate in discussions
  - Plan speaker engagements
- Helped to update, organize, and distribute walkie-talkies to various departments on the three levels of town hall. These will be used in the case of an emergency and are tested monthly.
- Distributed Medical Reserve Corps (MRC) survey and assisted with the management of the volunteer list and organization of local trainings.
- Sent MRC quarterly newsletter out via Constant Contact to all volunteers.
- Organized and distributed bi-annual Needham Coalition for Suicide Prevention newsletters via Constant Contact.
- Assisted in all department promotion and communication of Health Matters articles and upcoming events or programs.
- Helped to organize and develop concussion packets to be sent to local club sport leaders in an effort to raise awareness about the long-term effects of head injury in atheletes.

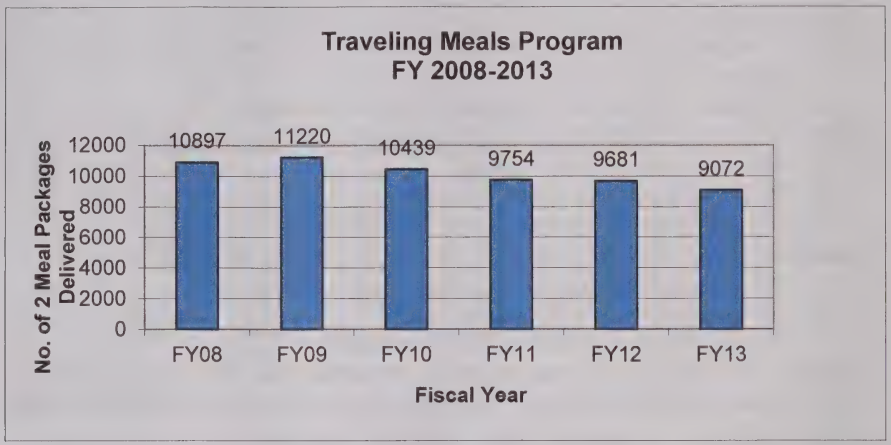
THE TRAVELING MEALS PROGRAM

The Needham Health Department's Traveling Meals Program is in its 42nd year. This fee-for-service Program offers a nutritious, well-balanced lunch and dinner (delivered once a day) to eligible residents.

This Program is available to Needham residents that are housebound and meet the following criteria:

1. Living alone in their home with lack of support of family or homemaker services.
2. Resident with physical or cognitive limitations that restricts their ability to prepare or provide for their daily food.
3. Do not have transportation - unable to drive.
4. Needs the assistance of the Program for a minimum of 2 weeks

This year, July 1, 2012 through June 30, 2013, our dedicated and committed volunteers packed and delivered 9,072 meals (2 Meal Packages).



Beth Israel Deaconess Hospital Needham prepared these meals and their generous commitment to the Traveling Meals Program made it possible for this Program to continue to provide a 2-meal a day plan; a cold meal (milk, sandwich on wheat bread, juice, fruit and dessert) and a hot meal with roll and butter.

Donations from the "FRIENDS" of the Needham Board of Health and Traveling Meals Program along with a grant from Springwell, the Elder Services Program based in Watertown, supplemented the cost of some meals for 25 of our Needham residents needing assistance.

SUBSTANCE ABUSE PREVENTION & EDUCATION

Needham Coalition for Youth Substance Abuse Prevention, NCYSAP

VISION Needham is a cohesive community that supports all of our youth to grow and develop to be substance free and healthy in mind, body and spirit.

MISSION The Coalition incorporates a collaborative, community based and data driven prevention approach to reduce alcohol, marijuana and other drug use among Needham youth. Through community education, partnership and strategic action we will decrease the risk factors associated with substance abuse and increase the protective factors that are shown to enhance the health and safety of youth.

STRATEGIC PREVENTION Research shows that the cornerstone of an effective community substance abuse prevention effort is a coalition comprised of leaders and stake holders from key sectors of a community including: parents, youth, business leaders, law enforcement, school and public service officials, health care professionals, faith-based organizations, media, youth serving representatives, state and local government agencies, social service providers and other community representatives. The NCYSAP, guided by a five person *Leadership Team, is* funded by the federal Drug Free Communities (DFC) grant program sponsored by The White House Office of National Drug Control Policy (ONDCP) in partnership with the Substance Abuse and Mental Health Services Association (SAMHSA). http://www.whitehouse.gov/ondcp/Drug-Free-Communities-Support-Program

The five year DFC grant program supports over 700 community coalitions across the United States working to reduce substance use among youth and strengthen collaboration among community groups through a comprehensive program based on SAMHSA's Strategic Prevention Framework (SPF).

Our Coalition meets the first Tuesday morning of each month at the Needham Public Library from 7:15am-8:30am sharing an open and honest dialogue on the high risk behaviors and substance use issues confronting Needham youth. Eleven meetings were held this year, regularly attended by 15-20 Needham community leaders, service providers, parents and youth. NCYSAP members discuss the biological, psychological, social/emotional and legal consequences of underage substance use and how prevention strategies can positively impact Needham youth and families. Research shows that multi-sector, multi- strategy approaches to substance abuse prevention, implemented by community coalitions, reduce alcohol and other drug use significantly.

NCYSAP members participate in any of four ***Action Teams*: Youth Connections, Parental Awareness and Education, Community Awareness and Education: Access and Availability and Coalition Capacity Building**. Members work to implement *Environmental Prevention Strategies* that impact access and availability through policies and enforcement integrating media advocacy to shift community norms and perceptions toward a standard of substance free behavior for youth.

Carol Read, M.Ed., CAGS Program Director, assisted by a part-time Project Coordinator, Karen Mullen, MBA work as staff in the Needham Public Health Department. NCYSAP staff attends the annual CADCA National Leadership Forum, a four day conference led by key leaders in the fields of substance abuse prevention and treatment, public health, mental health, safety and education. Focused on the promotion of Behavioral Health and Substance Abuse Prevention the Forum offers strategic initiative training, skill building workshops and plenary sessions based on based evidence based prevention strategies and science related to best practices in substance abuse prevention. www.needhamma.gov/substanceabuse

- ***COMMUNITY AWARENESS AND EDUCATION*** Prevention and education information disseminated through print and on-line media outlets: The Needham Times, Wicked Local Needham and The Hometown Weekly, cable access television through The Needham Channel, Town of Needham website, email distribution lists, Social Norms

posters, NCYSAP program flyers and brochures provided by federally funded Health and Human Service agencies: NIDA, NIH, NIAAA, SAMHSA and the ONDCP. **In person presentations**- Pollard Parenting Conference, NHS Parent Conference, Needham Rotary, Needham Exchange Club, Retired Men's Club, Needham School Committee, PTC Presidents organization, NPS District Guidance and Wellness meeting, Needham DVAC –Community Council Fashion Show and Council on Aging- Lunch and Learn.

- ***EDUCATION AND ADVOCACY*** Collaboration with Town of Needham departments. Information sharing: CDC data, research and Evidence Based prevention strategies to enhance community protective factors to reduce youth substance use impacting access and availability of alcohol, marijuana and tobacco. Marijuana Public Consumption by-law, Sensitive Use Area highlights and Off Site alcohol licensee training video.
- ***COUNSELING –PEER SUPPORT SERVICES*** Phone or in person consultation services available for resident substance use and mental health support. Initial clinical review of presenting issues, referral for assessment, treatment resources and on-going support services.
- ***MEDICATION TAKE BACK KIOSK AND TAKE BACK DAYS*** Medication disposal, located in the Needham Police Department lobby for safe disposal of unused, unwanted and expired over the counter and prescription medications available 24 hours per day/ 7 days a week. An average of 47 pounds of medication are collected and incinerated monthly. Bi-annual National DEA Prescription Medication Take Back Days-Needham Police Department.
- ***PARENT SUPPORT GROUP*** Weekly Monday evening psycho-educational support group for parents of youth and young adults engaged in chronic substance abuse. Educational resources, networking support and strategies for youth and young adult assessment and treatment compliance. In-kind Town of Needham donation of May Chapel meeting space, facilitator funding provided by The Tolman Trust, Rachel Nenner-Payton, LICSW.
- ***NEEDHAM COALITION FOR SUICIDE PREVENTION*** Adult subcommittee member. Team strategic planning to enhance awareness of the identifiable signs of mental health issues and how to build upon existing community foundation to safeguard at risk residents. Review of best practice programs to build skills with health care providers, clinicians as well as residents to connect with people in need for support, assessment and treatment.
- ***YOUTH CENTER*** The Needham Youth Center (NYC) hosts social, dance and sports events at the Pollard Middle School for Needham youth in grades 6-8. The **Youth Center** has a 6 member volunteer Parent Advisory Board and paid Director, who meets monthly at the Public Health Department. The NYC operates under the umbrella of the NPHD, administrative support and financial management is provided by the staff of the NPHD. 16 Friday evening events were held during the 2012-2013 school year.
- ***BETH ISRAEL DEACONESS-NEEDHAM COMMUNITY HEALTH ASSESSMENT (CHA) STEERING COMMITTEE*** Team member with Public Health Director and Public Health Nurse. BID Administrators Penny Greenberg and Rose Lewis directed CHA goals, timeline and strategic plan under the guidance of Health Resources in Action – HRIA, Boston. Community outreach to stakeholders, focus group planning and participation, survey data sharing, key stakeholder interview and draft report review.

- ***SCHOOL WELLNESS ADVISORY COMMITTEE – SWAC*** State of MA regulation. School Wellness Advisory Committee 105- CMR 215. District initiative comprised of school staff and community representatives who review recommend and implement school district policies addressing school nutrition and nutrition education, physical activity and related issues that affect student health and promote wellness. NCYSAP Director and NCYSAP member participation on the High Risk Behaviors subcommittee.
- ***NEEDHAM PARENT SURVEY 2013*** Bi-biennial survey of perceptions, attitudes, beliefs and behaviors regarding youth substance use and parenting expectations. Parents of youth in public and private schools, grades 6-12, 623 valid respondents. Data crosswalk with 2012 Metrowest Adolescent Health Survey (MWAHS) grades 7-12.
- ***I CAN HELP*** An early identification youth support program. ***icanhelpsm*** teaches community members how to identify youth in need and struggling with social, academic, mental/emotional or substance-abuse difficulties and teaches the steps to refer dialogue and refer to existing community support resources. Two **I Can Help training** programs attended by 20 community members consisting of school nurses, a teacher, pediatrician, parents, and Town of Needham Park and Recreation staff, facilitated by founder Michelle Muffett Lipinski, M.Ed.
- ***STUDENTS ADVOCATING FOR LIFE WITHOUT SUBSTANCE ABUSE*** **–SALSA** **SALSA** is a mentoring and peer leadership skills program for students who abstain from alcohol and other drug use. **SALSA** Leaders, in grades 9-12, are trained to speak to younger students in middle schools, presenting themselves as healthy, happy and productive teenagers who have chosen not to use alcohol, tobacco or other drugs. **SALSA** students validate the high risk behaviors youth face, model leadership as athletes, musicians, dancers, members of drama clubs and student government and teach "Refusal Skills" to 8th grade students during Health classes, **SALSA** also presented at the 8th grade Transition to High School assemblies (450- 8th graders), participated in the Pollard Middle School Parent Conference and the 4th Annual NCYSAP Community Forum accumulating 384 hours of community service during the 2012-13 school year.
- ***ROCKETS AGAINST DESTRUCTIVE DECISIONS*** **– RADD** RADD is a peer-to-peer education and prevention organization dedicated to preventing destructive decisions such as underage drinking, drug use and impaired driving through their primary mission of sponsoring substance free pro-social activities for Needham High students. The group has successfully planned and implemented a Wii Game night, evening Coffee Houses and a Live At Town Hall concert, supported 5th Quarter events through social media and school posters. **RADD** launched the *Above The Influence* (ATI) Tag It campaign with messages: What Are You Above? to empower their peers to navigate high risk situations, implemented an NHS art class contest and produced an ATI You Tube video showcasing original student art work with the ATI logo. The **RADD** club was featured on Norfolk District Attorney Prevention program series which aired throughout 28 communities through cable access television.
- ***5TH QUARTER*** 5th Quarter events, held after Varsity football games at Needham High School, feature substance free, pro- social events for youth in grades 9-12. Teens are invited to come back to the gym after the game to celebrate a victory or support each other after a tough loss in a fun, substance-free environment featuring: free pizza, soft drinks, snacks, a live DJ, raffles, ping pong and foosball. The NCYSAP sponsored four **5th Quarter** events during the 2012-2013 school year; an average of 200 teens attended

each event.

- ***NEEDHAM STUDENT SOBRIETY*** 12 step recovery meeting for high school students following the structures and traditions of Alcoholics Anonymous. Weekly Monday lunch hour meetings facilitated by NCYSAP volunteers: peer support, educational resources and support service resources are available.
- ***ALCOHOL EDU FOR HIGH SCHOOL*** An interactive, evidence- based online alcohol prevention program addressing underage alcohol use and binge drinking; the biological, psychological and social emotional impact of underage alcohol use, Social Norms and Refusal Skill Building are featured.. Funded by the NCYSAP- DFC grant, **AlcoholEdu** is administered to all NHS 9th grade students in Wellness class. **AlcoholEdu for High School Parents** provides 20 minute online program featuring information on youth and alcohol, strategies and skills to talk to about alcohol use, underage drinking and navigating high risk situations.
- ***21 PROOF*** Inaugural Alcohol licensees training for on-site servers. Evidenced based responsible beverage sever (RBS) training program to reduce underage access, assess patron safety, staff in taking action, establishing and reinforcing effective policies and procedures, and reducing risk. Facilitated by Frank Connolly review of MA- ABCC policies and procedures according to M.G. L.c. 138. Over 20 Needham business employees attended the 4 hour inaugural training.
- ***SOCIAL NORMS CAMPAIGNS*** An Evidence Based prevention strategy to shift community norms and empower youth to make substance free choices. Two campaigns were developed at NHS during the 2012-2013 school year by four SALSA students under the guidance of NCYSAP staff. Campaign #1 focused on dispelling the myths and perceptions around peer alcohol use rates: 64% of NHS students choose NOT to use alcohol in a typical month. A series of three posters were displayed throughout NHS during April, May and June. Teachers and administrators participated in the campaign using the posters as "teachable moments" with students. Campaign # 2 was developed by SALSA students as a part of their Graphics Arts class focusing on marijuana use rates: 80% of NHS students choose NOT to use marijuana in a typical month. The marijuana campaign will launch in September to coincide with the first day of school; posters will be printed by the NHS Graphics Department.
- ***NEEDHAM PUBLIC SCHOOLS HEALTH AND WELLNESS CURRICULUM*** District-wide, year long curriculum review initiative, participation of two NCYSAP members. Review of area Metrowest school district health curriculums, procedures and timelines of implantation, Community outreach survey design, implementation and data analysis, collaboration with review subcommittee and recommendation. Pollard middle school 8th grade Health curriculum enhancements support provided by NCYSAP staff and Coalition member in collaboration with Health and Wellness Director Dr. Kathy Pinkham.
- ***NEEDHAM SPORTS EDUCATION AND OUTREACH*** Annual *All Coaches Meetings* presentations to provide coaches with knowledge of identifiable sign of signs of youth in need, support resources for assessment, counseling and treatment referrals for substance use/abuse and mental health issues.
- ***POLLARD MIDDLE SCHOOL SUBSTANCE ABUSE CURRICULUM SUPPORT*** Collaboration with Health Educators on Substance Abuse curriculum review and enhancements. Curriculum addition of *Refusal Skills* as demonstrated in **SALSA**

presentations, connection to parents for enhanced home-school connection provided by NCYSAP staff and NCYSAP middle school parent member.

Riverside Community Care

THE HELP YOU NEED CLOSE TO HOME

MENTAL HEALTH AND SUBSTANCE ABUSE FY 2010 REPORT

A comparison of the number of families and adults served and service hours provided from Fiscal Year 2005 – 2013 is presented in the table below:

Town of Needham						
Fiscal Years 2007 - 2013 Comparison						
Fiscal Year	**Number of Families**	**Total Individuals**	**Total Service Hours**	**Total Outreach Hours**	**Adult Outreach Hours (of the Total Service Hours)**	**Number of Adult Clients**
2007	6	24	203.00	464.00	n/a	n/a
2008	8	31	246.50	21.50	n/a	n/a
2009	17	68	594.75	108.00	n/a	n/a
2010	15	56	639.25	40.25	n/a	n/a
2011	16	50	929.50	437.75	571.25	7
2012	21	65	1140.75	410.50	680.75	12
2013	**14**	**31**	**1425.50**	**462.50**	**759.75**	**11**

PROGRAM DEVELOPMENT UPDATES

- NNHBS staff will continue to participate in community meetings in Needham including the Housing Work Group, Domestic Violence Action Committee, and the Needham Suicide Prevention Coalition. This year, we also began attending the Newton Substance Abuse Prevention Coalition and are very excited to join that initiative as well.
- In April, clinician Jean Greiff assisted with the Domestic Violence Action Committee's awareness raising campaign in Needham. She helped place items in businesses around town that were designed to draw attention to the issue of domestic violence, as well as raise funds for the group toward future endeavors.
- Riverside NNHBS, in conjunction with the Riverside Trauma Center, provided postvention services to local residents, businesses, and town employees following the Boston Marathon bombings and subsequent lockdown in April. Through individual outreach and phone support, staff provided counseling and support to locals affected by the events surrounding the bombings.

2013 COGNITIVE AND OTHER DEVELOPMENTAL DISABILITIES

CHARLES RIVER CENTER

The Charles River Center provided the following services for people with cognitive and other developmental disabilities and their families in the Town of Needham and many surrounding towns during 2012 and 2013.

- Residential Services – Group Homes; Supported Apartments to over 115 individuals.
- Vocational Training, Job Placement and Support to 160 individuals.
- Therapeutic Day Services & Senior Citizen Day Supports including nursing coordination, occupational, physical, music and speech therapies, social and recreational services to 103 individuals.
- After school, weekend and school vacation services to over 50 school age children.
- Applied Behavioral Analysis to individuals on the Autism Spectrum, and consultation to their families and school system personnel.

The Arc of Charles River, a service of The Charles River Center, provides information and referral services, legislative advocacy and educational seminars on topics designed to help member families of individuals with intellectual and related developmental disabilities. Our Arc also supports our State and National Arc's in a broad array of efforts on behalf of the people we support.

For a complete Annual Report contact:
The Charles River Center, Development Office
59 East Militia Heights Road
Needham, MA 02492

DOMESTIC VIOLENCE ACTION COMMITTEE

The Needham Domestic Violence Action Committee (DVAC) was founded in 1994 by the Needham Health Department and is Co-Chaired by the Public Health Department and the Police Department. DVAC is a community based interagency and interdisciplinary team formed to raise awareness of domestic violence. The mission of this committee is to educate the community, schools and workplace and provide them with outreach programs, resources and referral services. The Police Department and the Health Department Co-Chair the committee.
http://www.needhamma.gov/health/domesticviolence

DOMESTIC VIOLENCE ACTION COMMITTEE BOH Bigwood Trust Fund $6000 a year - Health Department Founder. Additional Funds available for projects as requested through Board of Health and Commissioners of Trust Funds. Co-chaired by the Police and Public Health Departments. Administrative and Financial support by the Health Department.

- "Take Back The Night" Sixth annual presentation December 6, 2012 by Needham High School students that provides support and spreads awareness to sexual assault and dating violence issues.
- Silent Witness display for one week, Powers Hall, Town Hall Nov 25 – Dec 3, 2012
- Cloths Line Project display Powers Hall, Town Hall as part of TBTN
- Olin project for fundraising – Olin Students built 12 collection boxes to be placed at various local business December 2012.

- Letters to the editor – Local Papers regarding purpose of collection boxes.
- Cable Interview on Domestic Violence Awareness.
- Cable interview on Teen Dating Violence.
- Education and Awareness articles/series – Stalking.
- Grand Rounds at BID Needham Hospital on abusive relationships December 5, 2012.
- Yellow Dress presentation to junior Needham High students January 2013.
- Collaboration between DVAC, Needham Public Schools and REACH Beyond Domestic. Violence to strengthen school curriculum regarding domestic violence issues.
- Fashion Show in Great Hall to benefit DVAC and CAP.
- Article and picture sent to papers for donations-Mothers Day Mailing.
- Mothers Day Mailing and Donation Boxes Dispersed throughout Needham Businesses.
- RADD Training x2 21+ people trained.
- Cable interview with Craig Norgerg-Bohm from Jane Doe Inc. Men's initiatives.
- Planning for White Ribbon activities for High School next year.
- Sidewalk Sale – DVAC Table with education materials.

NEEDHAM COALITION FOR SUICIDE PREVENTION

The Needham Coalition for Suicide Prevention was organized in May of 2006 as a community response to the recent death by suicide of four young people and is co-chaired by the Needham Public Health Department and Needham Public School Guidance Department. It is a broad based coalition of 35 members reaching out to our town's diverse constituencies across the age continuum. We believe that suicide is preventable if we work together. Please see the following websites for a detailed report on the committee's efforts at http://www.needhamma.gov/health/ncsp and for information on suicide for all ages please see the following link http://www.needhamacts.org

THIS ANNUAL REPORT IS DEDICATED TO THE MEMORY OF DONNA VIGLIANO AND HER LIFE OF SERVICE TO OTHERS.

TRAFFIC MANAGEMENT ADVISORY COMMITTEE (TMAC)

Anthony DelGaizo (DPW)
John Kraemer (NPD)
Jeffrey MacMann, Chairman
Robert Meltzer
Richard P. Merson (DPW)
Donna Mullin
Mark Rosen, Vice Chairman
Glen Schneider
Thomas Stokes

PURPOSE

The TMAC currently consists of nine members representing the Department of Public Works, The Police Department, and residents.

The goal of the TMAC is to continually improve the safety and quality of life of pedestrians, bicyclists and the motoring public. The Committee provides a means for public input, including the opportunity for traffic management options to be raised for comment by staff. Its function is fourfold: to make proposals to the Board of Selectmen regarding education, enforcement, and engineering options for addressing traffic issues; to meet informally with residents and neighborhood groups to hear concerns and discuss options; to comment on informational and educational programs; and to participate in community relations programs.

The committee meets on the second Wednesday of each month. During these meetings from one to eight items are on the agenda. Each agenda item is typically given 15 minutes for discussion followed by a response from the Committee.

In general, the process of a resident presenting their traffic concern to the TMAC involves a communication from the resident to the town usually by phone or email and submitting a TMAC request form outlining a brief description of the issue. The resident is subsequently notified by letter of the date, time and location to present their concerns to the Committee.

More than 35 different items have been discussed at the TMAC meetings in 2013:

3%	Pavement marking-related issues
9%	Parking-related issues
14%	"Stop" sign-related issues
31%	Vehicle speed-related issues
6%	Bicycle-related issues
23%	Pedestrian-related issues
14%	Other traffic related issues

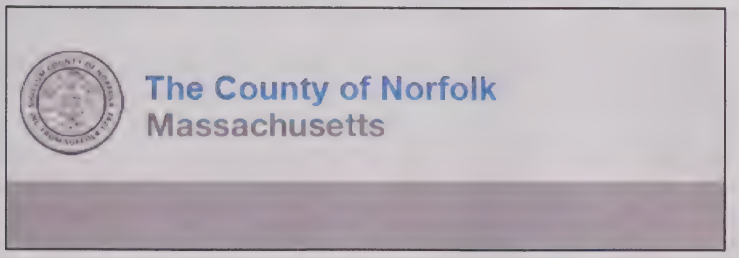
In addition, nine traffic studies have been performed in support of TMAC requests.

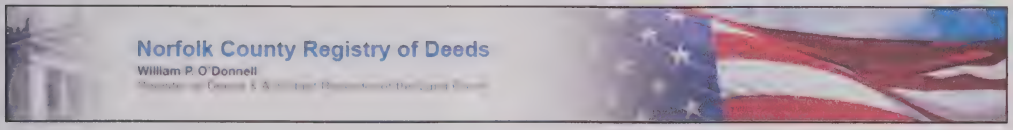
OTHER

SECTION CONTENTS:

- Metropolitan Area Planning Council – Three Rivers Interlocal Council
- Norfolk County Commissioners
- Norfolk County Registry of Deeds
- Norfolk County Mosquito Control Project

MAPC
Smart Growth & Regional Collaboration
METROPOLITAN AREA PLANNING COUNCIL
Promoting Smart Growth and Regional Collaboration





COUNTY OF NORFOLK

COUNTY COMMISSIONERS
Francis W. O'Brien, Chairman
John M. Gillis
Peter H. Collins

To the Citizens of Norfolk County:

As your elected Board of County Commissioners, we respectfully submit this annual report, including the County Treasurer's report pursuant to Massachusetts General Laws Chapter 35 section 34, and reports of County departments.

Incorporated in 1793, the County of Norfolk includes twenty-eight cities and towns, mostly located to the South and West of Boston. Norfolk County is known as the County of Presidents because it is the birthplace of four Presidents of the United States: John Adams, John Quincy Adams, John F. Kennedy and George Herbert Walker Bush.

Norfolk County's administrative offices are located at 614 High Street in Dedham. The County Commissioners are assisted by staff under the supervision of an appointed County Director. Principal County departments include the Registry of Deeds, Agricultural High School, Treasurer's Office, Facilities Maintenance Department, County Engineering, RSVP volunteer program, and Wollaston Recreational Facility.

County revenues are directly impacted by the real estate and credit markets. In FY 2013, the County faced continued fiscal challenges. The County has minimized operating expenditures while seeking to maintain and improve services.

With support from the Massachusetts School Building Authority, construction has progressed on major renovations and expansion at Norfolk County Agricultural High School in Walpole.

As in past years, we wish to take this opportunity to thank the County's department heads and employees, as well as elected officials, both state and local, for all their efforts on behalf of Norfolk County and its communities.

As County Commissioners, we are privileged to serve you. Administrative Offices – P.O. Box 310 – 614 High Street – Dedham MA 02027-0310

METROPOLITAN AREA PLANNING COUNCIL: THE THREE RIVERS INTERLOCAL COUNCIL (TRIC)

Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole and Westwood

The Three Rivers Interlocal Council (TRIC) is composed of thirteen communities southwest of Boston. The name comes from the Canoe, Charles, and Neponset Rivers. Stephanie Mercandetti, Walpole and Karen O'Connell, Dedham, are Chair and Vice Chair, respectively. Taber Keally, Milton, is immediate past Chair. TRIC meets monthly at the offices of long time MAPC partner, the Neponset Valley Chamber of Commerce.

Funding, as proposed by the Boston Regional Metropolitan Planning Organization (MPO), for full completion of the Canton Interchanges Project remains of critical interest to TRIC communities. Necessary funding for the reconstruction on Route 1A (Main Street), from the Norwood Town Line to Route 27, Walpole Center, remains the top transportation infrastructure priority for TRIC.

Foxborough sponsored a workshop featuring Randall Arendt, an advocate of "conservation planning" in the design of housing landscapes that protects open space and creates new housing.

MAPC's Regional Climate Change Adaptation Strategy provided TRIC towns with an overview of climate adaptation strategies for local municipal government, and identification of specific vulnerabilities that will first impact local public sector providers.

The MAPC Data Services Department has worked with TRIC to provide valuable and timely GIS mapping of the 13 town area to show demographic changes in race, ethnicity, linguistics, and ancestry over the past 10 years, commuter flow in and out of each town, and locational mapping of low income neighborhoods.

The towns of Stoughton, Canton, Foxborough, Sharon received direct staff resources, GIS mapping, and encouragement in accessing South Coast Rail Technical Assistance grants. These four towns recently completed an of their local land use priorities identified by each town in a 2009 process funded by MassDOT.

The towns of Dedham, Dover, Milton, Needham, Norwood, Randolph, Walpole, and Westwood have completed GIS mapping that expresses local determination for land use within each town.

With close cooperation from the Boston Region MPO, TRIC has developed high levels of content knowledge regarding the Long Range Transportation Plan, the Unified Planning Work Program and the Transportation Improvement Program, planning documents that inform transportation spending.

The Neponset Valley Chamber of Commerce (NVCC) has a long history of supporting and promoting economic development in the region by developing close partnerships with regional organizations like MAPC, and by establishing direct communications with local municipal leadership. The current Chamber President is also the Town of Norwood's appointed TRIC's representative. Additionally, the Town of Norwood was elected from among the thirteen TRIC communities to enunciate regional interests to the MPO.

The Chamber developed a web presence where regional assets in the Neponset Valley like arts and culture, recreation, education and much more can be searched for by residents, business travelers, recreational travelers, new residents, realtors, and commercial and industrial site selection consultants, public schools, and more.

The monthly Community Roundtable discussion creates rare opportunity to establish commonly-held knowledge of local planning issues and projects, to seek information from peers, to identify state and national issues of note, and hold informed discussions on what's ahead for cities and towns.

NORFOLK COUNTY REGISTRY OF DEEDS

The Registry of Deeds is the principle office for real property records in Norfolk County. The Registry receives and records hundreds of thousands of documents each year, and is a basic resource for title examiners, mortgage lenders, municipalities, homeowners, and others with a need for land record information.

William P. O'Donnell, Register

The Registry operates under the supervision of the elected Register, William P. O'Donnell. In over two hundred years of continuous operation, the Registry's objectives have remained the same; accuracy, reliability and accessibility for the residents, businesses and communities of Norfolk County.

In over two hundred years of continuous operation, the Registry's objectives have remained the same; to maintain the accuracy, reliability and accessibility of our communities land records for the residents and businesses of Norfolk County.

2013 REGISTRY ACHIEVEMENTS

- Register William P. O'Donnell and his staff continue to visit town halls, senior centers and civic groups across Norfolk County. Register O'Donnell held office hours at Needham Town Hall on May 2nd.

- The Registry of Deeds full service telephone and walk-in Customer Service and Copy Center continues to provide the residents and businesses of Norfolk County with quality real time customer assistance in all area of Registry operations.

- Electronic recording continues to expand with 31,639 documents recorded electronically and 7.26million in recording fees collected in 2013.

- The internet library of images accessible to the public through the Registry of Deeds online research system at www.norfolkdeeds.org continues to expand as all documents back to the first documents recorded in Norfolk County in 1793 are available for viewing.

- Multiple technological improvements were implemented in FY13 including ongoing upgrades to the registry server and the introduction of an improved Registry of Deed's website. The Registry's website www.norfolkdeeds.org is regularly updated and enhanced to include recent news, resources for homeowners, real estate statistics, media information and answers to frequently asked questions.

- Improvements to the physical and structural appearance of the historic Registry Building continued with the installation of new central air conditioning throughout the facility and additional shelving units which will serve to meet the demands of future record book storage.

- Register O'Donnell hosted several free computer seminars at the Registry to provide hands on training to members of the public and trade groups on land record research using the Registry's new website technology.

Real estate activity in Needham, MA during 2013 saw an increase in sales and sales volume along with reductions in foreclosure activity.

There was a 20% decrease in documents recorded at the Norfolk County Registry of Deeds for the Town of Needham during 2013 at 9,014 which was 2,239 fewer documents than the 2012 total of 11,253.

The total volume of real estate sales in the Town of Needham during 2013 was $552,100,973.00 which showed an 11% increase from 2012. The average sale price of deeds over $1,000 (both residential and commercial properties) was up in Needham by 11% in 2013 at $970,300.48 which showed a $100,068.33 increase from 2012.

The number of mortgages recorded on Needham properties in 2013 was down by 34% from 2012 at 2,201 while total mortgage indebtedness decreased by 11% to $1,275,848,965.00 during 2013.

There were 3 foreclosure deeds filed in Needham during 2013 which mirrored the 2012 total of 3, while the number of notice to foreclose mortgage filings decreased to 6 notices in 2013 compared to 16 in 2012 which was 62% fewer notices.

Finally, homestead activity decreased in Needham during 2013 with 670 homesteads filed representing a 15% decrease from the 2012 total of 792.

The modernization and business improvements that have enhanced our ability to provide first rate customer service to residents and businesses of Norfolk County will continue. I have been and always will be committed to an efficient customer service oriented operation here at the Registry. It is a privilege to serve as your Register of Deeds.

NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

David A. Lawson, Director

NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

SURVEILLANCE

We are engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic.

Virus Isolations in the town:	WNV in Culex pipiens/restuans complex	7/31/2013
	WNV in Culex pipiens/restuans complex	8/21/2013
	Human WNV onset	8/10/2013

Requests for service: 129

WATER MANAGEMENT

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work.

Culverts cleared	0 culverts
Drainage ditches checked/hand cleaned	7,380 feet
Intensive hand clean/brushing*	910
Mechanical water management	0
Tires collected	0

* *Combination of brush cutting and clearing of severely degraded drainage systems or stream by hand.*

LARVAL CONTROL

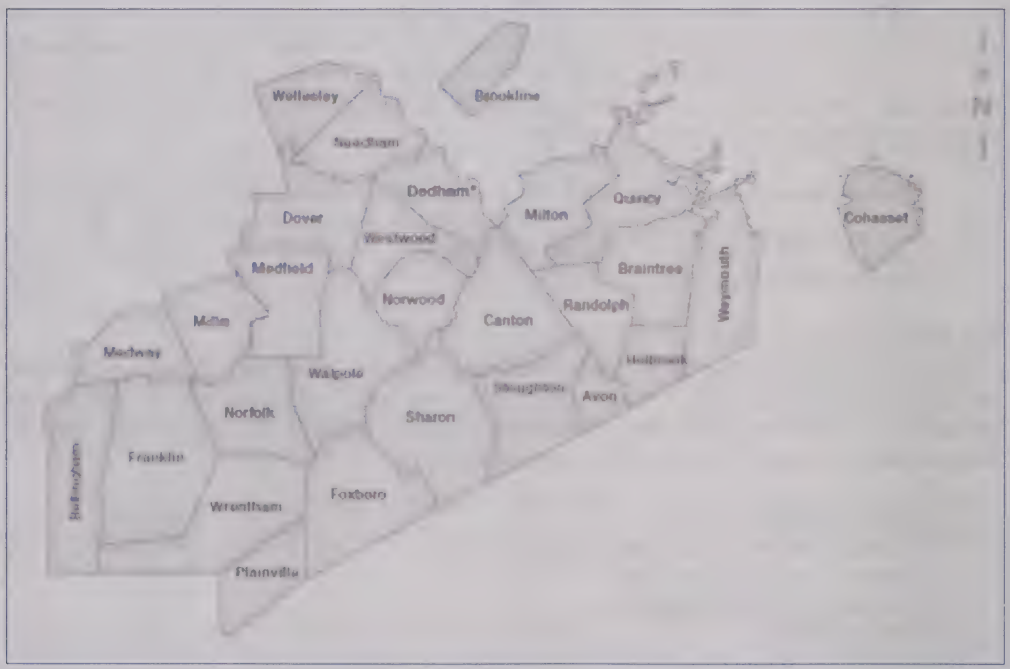
When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of disease control. An intensive monitoring program, aides in our decision to effectively target culprit locations.

Spring aerial larvicide applications (April)	320 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	2.3 acres
Rain basin treatments – briquettes by hand (West Nile virus control)	1,185 basins
Abandoned/unopened pool or other manmade structures treated	3 briquets

ADULT CONTROL

Adult mosquito control is necessary when public health and/or quality of life is threatened either by disease agents, overwhelming populations, or both. Our rigorous surveillance program, along with service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra-low volume (ULV) applications from trucks	3,659 acres



NORFOLK COUNTY

TOWN OFFICIALS 2013

ELECTED

Assessors
Damon Borrelli
Thomas P. Colarusso
Kevin J. Foley (resigned 6/18/13)

Board of Health
Edward V. Cosgrove, Ph.D.
Stephen K. Epstein
Jane Fogg

Commissioners of Trust Funds
Barry Coffman (elected 4/9/12)
Louise Miller (resigned 10/3/12)
Joseph P. Scalia
Heydon David Traub

Constables
Paul F. Hunt
Charles G. Wright

Housing Authority
Andrew Lewis Cohen
William DeBear
Cheryl Gosmon
Peter J. Pingatore
Reginald Foster (State Appointee)

Moderator
Michael K. Fee

Park and Recreation Commission
Cynthia J. Chaston
David DiCicco
Thomas M. Jacob
Michael J. Retzky
Andrea Shorthose

Planning Board
Bruce T. Eisenhut
Elizabeth Grimes
Martin Jacobs
Jeanne S. McKnight
Sam Bass Warner

School Committee
Joseph P. Barnes
Connie Barr
Heidi C. Black
Marianne B. Cooley
Michael Greis
Susan Neckes
Kim Marie Nichols

Selectmen
John A. Bulian
Matthew D. Borelli
Maurice P. Handel
Daniel P. Matthews
Gerald A. Wasserman

Town Clerk
Theodora K. Eaton

Trustees of Memorial Park
Mark Forbes
John Gallello
Charles J. Mangine
Joseph J. McSweeney
Ron Sockol

Trustees of Public Library
Lois C. Bacon
Rose Doherty
Richard Hardy
Thomas M. Harkins
Margaret Pantridge
Gregory John Shesko
Lois Sockol

APPOINTED BY THE BOARD OF SELECTMEN

Town Manager
Kate Fitzpatrick

Town Counsel
David S. Tobin

Ad Hoc Insurance Advisory Committee
Richard Davis
David Davison (ex officio)
Niels H. Fischer
Albert H. Shapiro
Paul Winnick

Board of Appeals
Peter Friedenberg
Howard S. Goldman
Jon D. Schneider
Jonathan D. Tamkin
Kathleen Lind Berardi

Cable Television / Advisory Committee
John Fountain
Michael Greis
Peter E. Hess
Tom Loughran
Jonathan D. Tamkin

Commission on Disabilities
Susan Crowell
Leon Foster
Debbi Heller
Bruce A. Howell
Jeanie Martin
Karen Peirce
Elaine Saunders
Patrice Snellings (associate member)
Andy Wise
Colin (Dale) T. Wise

Conservation Commission
Paul Alpert
Janet Bernardo
Stephen Farr
Marsha Salett
Sharon Soltzberg
Dawn Stolfi Stalenhoef
Lisa Standley

Cultural Council
Claire Dee Ecsedy
David Ecsedy
Michael Labrecque (appt 11/14/12)
Betty M. Mosley
Elizabeth Wells

Council of Economic Advisors
Damon Borrelli
Matt Borrelli
Glen Cammarano
Walter Collins
William Day
Elizabeth Grimes
Maurice P. Handel
Bob Hentschel
Bruce Herman
Tom Jacob
Martin Jacobs
Brian Nadler
Janet O'Connor
Matt Talcoff
Michael Wilcox

Golf Course Advisory Committee
Roy Cramer
Daniel Dain
Michael Mahoney
Erik Pedersen
Richard M. Reilly
Jon Schneider
MaryGrace Summergrad

Historical Commission
Robert Boder
Carol J. Boulris
Gloria P. Greis
Richard C. Hardy
Miles Shore, M.D.
Sandra Tobin (resigned 2/21/13)

Human Rights Committee
Abdul Cader Asmal
Marjorie Lynne Freundlich (resigned 10/20/12)
Cynthia Ganung
Liora Harari
Amelia Klein
Charles Sahagian (resigned 3/17/2013)
John Schlittler
Marlene Schultz
Mike Vaughn
Sandra Walters

Local Emergency Planning Committee
Don Anastasi
Janice Berns
Paul Buckley
Bill Arsenault

Seymour Bigman
Kevin Burke
Tom Campbell
Donna Carmichael
Christopher Coleman
Walter Collins
Lindsay Dumas
Meg Femino
Kate Fitzpatrick
Wolfgang Floitgraf
John D. Fountain
Alan Glou
Natasha Glushko
Sheila Hamwey
Joanne Kossuth
John Kraemer
Chip Laffey
Kathy Lewis
Robert Lewis
Roger MacDonald
Heather MacKay
Joe Mackinnon
Marc Mandel
Ann Martello
Richard Merson
John O'Brien
Susan Pacheco
James Pollard
Vincent Roy
Mike Schwinden
Mimi Stamer
Annemarie Walsh

Needham Community Television Development Corporation (NCTDC)
Robert Boder
John Fountain
Arnold M. Goldstein
Michael Greis
Peter E. Hess
Tom Loughran
Robert Stegman
Jonathan Tamkin

Needham Community Revitalization Fund Committee
William Dermody (appt 4/10/13)
Carol de Lemos
Paul Good
Timothy Kickham
MaryRuth Perras

New Year's Needham Committee
Christopher Cox
Artie Crocker
Marci Cutler
David Ecsedy
Sheri Edsall
Walter McDonough
Kim McCollum
Suzanne Saevitz
Nancy Spargo Barber

Property Tax Assistance Committee
Jill C. Kahn-Boesel
Elizabeth Handler
Peter Hess
Thomas Mulhern
Evelyn Poness (ex officio)

Registrars of Voters
Ann Cosgrove (appt 3/19/13)
John W. Day
Barbara B. Doyle
Theodora K. Eaton (ex officio)
Mary J. McCarthy (resigned 2/28/13)

Solid Waste & Recycling Advisory Committee
William Connors
Albert Cooley
Jeffrey Heller
Pralay Som
Irwin Silverstein

Taxation Aid Committee
Elizabeth Handler
Patricia Harris
Thomas J. Mulhern
Helen Newton
Evelyn Poness (ex officio)

Technology Advisory Board
David Davison (ex officio)
Wade Davis
Kenny Freundlich (appt 9/13/11)
Deb Gammermon (ex officio)
Ann Gulati (ex officio)
Clifford Hayden (appt 9/13/11)
Joanne Kossuth (non-voting Tech Advisor)
Roger MacDonald (ex officio)
Michael Mathias
Carl Rubin

Traffic Management Advisory Committee
Anthony DelGaizo
John Kraemer
Jeffrey MacMann
Robert Meltzer
Richard Merson
Donna Mullin
Mark Rosen
Glen Schneider
Thomas Stokes

Water and Sewer Rate Structure Committee
John P. Cosgrove, Jr.
Tom Loughran
Nick Renzulli
John Tallarico

APPOINTED BY THE MODERATOR

Finance Committee
John Connelly
Richard S. Creem
Richard Lunetta
Gary McNeill
Louise Miller
Richard Reilly
Lisa Zappala
Richard Zimbone

Personnel Board
John Dennis
Patricia A. Forde
Joseph Herlihy
Vivian Hsu
Richard Lunetta

OTHER APPOINTED BOARDS

(Appointing Authority)

Community Preservation Committee
Janet Bernardo *(Conservation Commission)*
Robert Boder *(Historical Commission)*
Lita Young *(Board of Selectmen)*
Sam Bass Warner *(Planning Board)*
Reginald Foster *(Housing Authority)*
Mark Gluesing *(Moderator)*
Gary Crossen *(Board of Selectmen)*
Mike Retzky *(Park & Recreation)*

Council on Aging
Scott Brightman
Roma Jean Brown
Ed Cosgrove
Carol de Lemos
Phyllis Fanger
Daniel Goldberg
Susanne Hughes
Eilene Kleiman
Andrea Rae
Lianne Relich
Colleen Schaller
Mary Elizabeth Weadock

Contributory Retirement Board
Kate Fitzpatrick
John P. Krawiecki, by vote of employees and retirees
Robert Mearls, by members of the Retirement Board
Evelyn M. Poness
Thomas A. Welch, II, by vote of employees and retirees

Design Review Board
Artie Crocker (alternate) (Board of Selectmen)
Robert Dermody *(Board of Selectmen)*
Nelson Hammer *(Planning Board)*
Mark Gluesing *(Board of Selectmen)*
Richard M. Reilly, Jr. (alternate) *(Board of Selectmen)*
Deborah Robinson *(Planning Board)*
Stephen Tanner *(Planning Board)*

Future School Needs Committee
Heidi Black *(Parent Teacher Council)*
David P. Coelho *(Board of Selectmen)*
Susan Neckes *(School Committee)*
Ann DerMarderosian *(Finance Committee)*
James Lamenzo *(Moderator)*
Marjorie Margolis *(Moderator)*
Mary Riddell *(League of Women Voters)*
Roger Toran *(Planning Board)*
(resigned 2/15/13)

Permanent Public Building Committee
(Mixed appointing authority for all)
Stuart Chandler
Natasha Espada
John J. Keene, Jr.
George Kent
Steven Popper, Dir. Constr. & Renovation
Mark H. Presson (resigned 2/28/13)
Paul Salamone
Roy Schifilliti (appt 3/6/13)
Irwin Silverstein

Transportation Committee
Duncan Allen *(Board of Selectmen)*
Richard Creem *(Board of Selectmen)*
Linda Hoard *(Planning Board)*
David Montgomery *(Moderator)(appt 1/7/13)*
Steven McKnight *(Planning)*
Denise Garlick *(Ex-Officio)*

Youth Commission
Allison Berger *(School Committee)*
David Bookston *(School Committee)*
Karen Folb *(Park & Recreation)*
Justin Jones *(School Committee)*
Susan Patkin *(Moderator)*
Danielle Penny *(Supt Schools – student)*
Vincent Springer *(Police Dept)*
Julie Stevens *(Finance Committee)*
Debbie Winnick *(Board of Selectmen)*

APPOINTED BY TOWN MANAGER

Animal Control Officer
Danielle Landry

Assistant Director of Public Works
Robert Lewis

Assistant Town Manager/Finance Director
David Davison

Assistant Town Manager/Dir. Of Operations
Christopher Coleman

Director of Emergency Management
Paul F. Buckley, Jr.

Director of Information Technology
Roger S. MacDonald

Director of Public Works
Richard P. Merson

Director, West Suburban Veterans Services District
Stanley Spear

Veterans' Burial Agent/Veterans' Graves Officer
Bill Topham

Fire Chief / Superintendent of Fire Alarms/Forest Warden
Paul F. Buckley

Inspector of Buildings
David Roche

Inspector of Plumbing and Gas
William Kinsman

Inspector of Wiring
Scott Chisholm

Police Chief / Keeper of the Lockup
Philip E. Droney

Supervisor, Garage & Equipment
Stephen J. Hawes

Superintendent, Highway
Rhainhardt Hoyland

Superintendent, Parks /Forestry Tree Warden
Edward Olsen

Superintendent, Water/Sewer
Vincent Roy

Town Accountant
Michelle Vaillancourt

Town Engineer
Anthony Del Gaizo

Treasurer and Tax Collector
Evelyn M. Poness

Administrative Assessor
Hoyt Davis

Assistant Town Clerk
Helen Atkinson

Director of Public Facilities - Construction
Steven Popper

Director of Public Facilities - Operations
Chip Laffey

Director of Public Health
Janice Berns

Director of Youth Services
Jon Mattleman

Environmental Health Agent
Tara Gurge

Executive Director, Council on Aging
Jamie Brenner Gutner

Library Director
Ann MacFate

Planning Director
Lee Newman

Park and Recreation Director
Patricia M. Carey

APPOINTED BY ELECTED OR APPOINTED BOARDS

Executive Director, Needham Housing Authority
Pamela Clark Allen

Executive Secretary to Finance Committee
Louise Mizgerd

Superintendent of Schools
Daniel E. Gutekanst

FISCAL YEAR 2013 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration
A	Davidson	Alan J.	2014
A	Garf	Lee	2014
A	Genova	John D.	2014
A	Gosmon	Cheryl A.	2014
A	Keane-Hazzard	Mary E.	2014
A	O'Brien, Jr.	Norman F.	2014
A	Schneider	Louise I.	2014
A	Sterling	Nicholas P.	2014
A	Bailey	Erik J.	2015
A	Butchart	Scott D.	2015
A	Creem	Richard S.	2015
A	Diodato	John F.	2015
B	Freedberg	Cathy M.	2014
B	Goldberg	Mark	2014
B	Grimes	Elizabeth Jane	2014
B	Harris	David C.	2014
B	Kurkjian	Catherine E.	2014
B	Moody	Richard B.	2014
B	Pendergast	Kevin T.	2014
B	Rosenstock	Steven M.	2014
B	Borrelli	Damon J.	2015
B	Borrelli	Marianna	2015
B	Healy	James G.	2015
B	Jacob	Thomas M.	2015
C	Alpert	Peter A.	2014
C	Barnett	Bruce S.	2014
C	Cox	David R.	2014
C	Callanan	Paula R.	2014
C	Gluesing	Mark J.	2014
C	Lueders	Carl J.	2014
C	Masterman	James D.	2014
C	Miller	Louise L.	2014
C	Alpert	Paul S.	2015
C	Barnes, Jr.	Joseph P.	2015
C	Brightman	Scott M.	2015
C	Cox, Jr.	Gilbert W.	2015
D	Conturie	Cynthia	2014
D	Donald	Ross M.	2014
D	Levy	Joshua W.	2014
D	Lunetta	Richard J.	2014
D	Mann	Richard S.	2014
D	McNeill	Gary B.	2014
D	Sexton	David J.	2014
D	Soisson	Thomas F.	2014
D	Black	Heidi C.	2015
D	Clarke	Holly Anne	2015
D	Cramer	Roy A.	2015
D	D'Addesio	Kathryn L.	2015
A	Gratz	Donald B.	2015
A	Miller	Rachel B.	2015
A	Sargent	Elizabeth M.	2015
A	Spiros	Van J.	2015
A	Carothers	Dennis	2016
A	Herrick	Walter D.	2016
A	Miller	Michael S.	2016
A	Nissen	Suzanne Fiering	2016
A	Scott	James Allan	2016
A	Silverstein	Irwin	2016
A	Silverstein	Nina	2016
A	Spector	Rhonda K.	2016
B	McConchie	Scott	2015
B	Nicols	Kim Marie	2015
B	Shapiro	Stacie M.	2015
B	Toran	Sarah Ann	2015
B	Arren	Francis G,	2016
B	Baierlein	George	2016
B	Doyle	William G.	2016
B	Frankenthaler	John J.	2016
B	Freedberg	Richard M.	2016
B	Orenstein	Glenn S.	2016
B	Rovner	Gerald C.	2016
B	Von Herder	Dorothea	2016
C	Neckes	Susan B.	2015
C	Pransky	Sheila G.	2015
C	Tillotson	Paul B.	2015
C	Tobin	Sandra Balzer	2015
C	Dugan, Jr.	William H.	2016
C	Cox	Angela M.	2016
C	Goldberg	Lois R.	2016
C	Haslip	John H.	2016
C	Hoffmeister, Jr.	George W.	2016
C	Landau	R. Cynthia	2016
C	Young	Adelaide C.	2016
C	Zappala	Lisa W.	2016
D	Der Marderosian	Ann	2015
D	Eisenhut	Bruce T.	2015
D	Lewis	Kathleen M.	2015
D	Shesko	Gregory John	2015
D	Crimlisk	Thomas John	2016
D	Dhanda	Michelle C. S.	2016
D	Foster	Reginald C.	2016
D	Gerstel	Christopher J.	2016
D	Pressman	Aaron M.	2016
D	Remorenko	Aaron	2016
D	Ship RESIGNED 8/19/13	Carl S.	2016
D	Walitt	Arthur	2016

FISCAL YEAR 2013 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
E	Crowell	Theodore M.	2014	E	Peckham	Ford H.	2015
E	Cummings	Lawrence R.	2014	E	Retzky	Michael J.	2015
E	Durda	Paul J.	2014	E	Robey	Philip V.	2015
E	Francesconi	Irene M.	2014	E	Tormey	Kevin M.	2015
E	George	Linda J.	2014	E	Cosgrove III	Edward V.	2016
E	Harvey	Christine M.	2014	E	Decker	Walter T.	2016
E	Stevens	Julie E.	2014	E	Greendlinger	Risa J.	2016
E	Warner	Sam Bass	2014	E	Mullen	Kurt M.	2016
E	Barr	Constance S.	2015	E	Ruth	Ronald W.	2016
E	Chaston	Cynthia J.	2015	E	Siegenthaler	Paul A.	2016
E	Cosgrove	Ann M.	2015	E	Silverstein	Gerald	2016
E	Fachetti	Carol A.	2015	E	Weiner	Theodore	2016
F	Cohen	Lawrence J.	2014	F	Milligan	John F.	2015
F	Goldin	Rochelle E.	2014	F	Sexton	Jennifer S.	2015
F	Goldstein	Carl	2014	F	Winnick	Deborah S.	2015
F	Kirk	John P.	2014	F	Zoppo	William A.	2015
F	MacMahon	Mary Anne	2014	F	Coffman	Barry	2016
F	McDonough	Barry	2014	F	Heller	Jeffrey D.	2016
F	McKay	Michael	2014	F	Kalish	Leslie A.	2016
F	Niden	Michael L.	2014	F	McIver	Carolyn R.	2016
F	Borrelli	Alison S.	2015	F	Muldoon	Kenneth Scott	2016
F	Davis	Richard W.	2015	F	Okerman	William J.	2016
F	Davis	Gail E.	2015	F	Price	Karen N.	2016
F	McKnight	Jeanne S.	2015	F	Verdun	Michael L.	2016
G	Tierney	Timothy P.	2016	G	Gallagher	Fran	2015
G	Attridge	Paul H.	2014	G	Harkins	Thomas M.	2015
G	Blake	Julia C.H.	2014	G	McCaffrey	Maureen T.	2015
G	DeMeis	Richard	2014	G	McGarvey	Susan B.	2015
G	Dermody	Robert J.	2014	G	Welby	Susan	2015
G	Pittman	Andrew J.	2014	G	Beacham, Jr.	Peter W.	2016
G	Robey	Kathleen D.	2014	G	Crawford	Michael J.	2016
G	Sidell	Charlotte B.	2014	G	Crimmings	John D.	2016
G	Smart, Jr.	Robert T.	2014	G	Distler	Michael A.	2016
G	Abbott	Susan W.	2015	G	Freundlich	Kenneth B.	2016
G	Buckley	Patricia B.	2015	G	Kaufman	Gary Michael	2016
G	Dirks	Katy M.	2015	G	Konieczynski	David	2016
H	Cosentino	Julia Satti	2014	H	Larsen	Robert Y.	2015
H	Gragg	Jason R.	2014	H	Margolis	Marjorie M.	2015
H	Kardok	Michael C.	2014	H	Milligan	Paul T.	2015
H	McCarthy	Nancy E.	2014	H	Reilly	Richard M.	2015
H	McDonough	Mark	2014	H	Avedikian	Isabel F.	2016
H	Olive	Peter R.	2014	H	Diener	Michael A.	2016
H	Wu	Harmony H.	2014	H	Han	Karen E.	2016
H	Zimbone	Richard A.	2014	H	Kingston	John A.	2016
H	Brinkhaus	Heinz R.	2015	H	Kristeller	Jeffrey E.	2016
H	Gillogley	Thomas Edward	2015	H	London	Laura	2016
H	Cruickshank	M. Patricia	2015	H	Savage Jr	Richard J.	2016
H	Handler	Elizabeth P.	2015	H	Shapiro	Jeffrey S.	2016

FISCAL YEAR 2013 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration
I	Hannigan, Jr.	Thomas H.	2014
I	Higgins	Thomas W.	2014
I	Kahn-Boesel	Jill C.	2014
I	Murphy	Lorraine M.	2014
I	Renzulli	Leslie Ann	2014
I	Rivers	Alison	2014
I	Supple	David Paul	2014
I	Walsh	Maura O.	2014
I	Ecsedy	Claire Dee	2014
I	Atallah	Peter D.	2015
I	Connelly	John P.	2015
I	Denver	Paul F.	2015
J	Barker	Catherine J.	2014
J	Bonasia	James S.	2014
J	Chandler	Stuart B.	2014
J	Downs	Robert A.	2014
J	Mather	Marcia C.	2014
J	Mathias	Michael M.	2014
J	Murphy	Jane B.	2014
J	Shannon	Karen R.	2014
J	Epstein	Stephen K.	2014
J	Arrieta-Ruetenik	Georgina A.	2015
J	Dermody	William R.	2015
J	DiCicco	David C.	2015
TMM At-Large	Borrelli, Chm., Board of Assessors	Damon J.	2014
TMM At-Large	Borrelli, Selectman	Matthew D.	2014
TMM At-Large	Bulian, Selectman	John A.	2014
TMM At-Large	Barnes, Jr., Chm, School Committee	Joseph P.	2014
TMM At-Large	Cosgrove III, Chm, Board of Health	Edward V.	2014
I	Escalante	David J.	2015
I	O'Leary	John P.	2015
I	Robey III	Paul	2015
I	Sockol	Lois F.	2015
I	Sockol	Ron	2015
I	Bernardo	Janet Carter	2016
I	Crocker	Artie R.	2016
I	Ochalla	Josephine	2016
I	Pingitore	Peter J.	2016
I	Renzulli	Nicholas S.	2016
I	Weinstein	Anne W.	2016
I	Whitney	Kathleen D.	2016
J	Greis	Michael J.	2015
J	Mullin	Donna M	2015
J	Orozco	Sara	2015
J	Tedoldi	M. Kathleen	2015
J	Borowsky	Mark L.	2016
J	Deutsch	Robert E.	2016
J	Keane	Kevin J.	2016
J	Kent	George F.	2016
J	Montgomery	David P.	2016
J	Mooney	Christopher	2016
J	Panov	Peter Sergey	2016
J	Urwitz	Carol I.	2016
TMM At-Large	Fee, Moderator	Michael K.	2014
TMM At-Large	Gallello, Chm., Memorial Park Trustees	John S.	2014
TMM At-Large	Handel, Selectman	Maurice P.	2014
TMM At-Large	Retzky, Chm., Park & Recreation Commission	Michael J.	2014
TMM At-Large	Harkins, Chm, Trustees of Public Library	Thomas M.	2014

FISCAL YEAR 2013 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
TMM At-Large	Eaton, Town Clerk	Theodora K.	2014	TMM At-Large	Matthews, Chm, Selectman	Daniel P.	2014
TMM At-Large	Eisenhut, Chm, Planning Board	Bruce T.	2014	TMM At-Large	Cooley, Selectman	Marianne B.	2014

FY 2013 TOWN OF NEEDHAM RETIREE INFORMATION

NAME	DEPARTMENT	YEARS OF SERVICE
Donna DeMaria	School	24.25
Cheryl Doherty-Grimes	Hospital	16
Kevin Foley	Fire	23.5
Diane Foundas	School	13.833
John Gallello	Police	40.083
Leslie Hatton	School	25.833
Steven Hawes	Public Works	39
Inna Hoffman	School	13.833
Christina Ilsley	School	12.583
Sherry Jackson	Town	14
Tia Jones	Police	23
James Murphy	Housing Authority	24.583
Mary J. McCarthy	Town	32.083
Mary Lou McCarthy	School	15.25
Kum Suk Pak	School	11.25
Mary Clare Siegel	Retirement	26.25

IN MEMORIAM

NAME	DEPARTMENT	YEARS OF SERVICE
Helen Allen	Hospital	17.167
Sandra Anderson	School	23.167
Patricia Blum	Hospital	26.583
Samuel Burgess	Hospital	13.917
Marion Donahue	Town	36.667
Roland Gavel	Fire	22.167
John Hagan	Fire	33.417
Mary Herendeen	Hospital	16.75
Jane Kelly	Hospital	18
Mary LeBlanc	Hospital	15.333
Marion McManus	Hospital	28.583
Sally Nixon	School	17.833
Regina Shilo	School	17.917
Elenora Simole	School	13
Helene Smith	Hospital	13.833
Ruth Stitt	Town	8.5

APPENDICES

Town of Needham
General Fund
Balance Sheet
Year Ended June 30, 2013

	General
ASSETS	
Cash and short-term investments	$18,265,436.00
Investments	$17,064,150.00
Receivables:	
Property taxes	$3,262,683.00
Excises	$737,908.00
Departmental	$978,294.00
Intergovernmental	$7,453,818.00
Betterments	$0.00
Other	$66,900.00
Other assets	$0.00
Total Assets	**$47,829,189.00**
LIABILITIES	
Warrants and accounts payable	$2,200,633.00
Deferred revenue	$0.00
Accrued liabilities	$3,130,387.00
Due to other Governments	$0.00
Taxes collected in advance	$0.00
Refunds payable	$344,885.00
Other liabilities	$199,824.00
Total Liabilities	**$5,875,729.00**
Deferred Inflows of Resources	**$12,357,601.00**
FUND BALANCES	
Nonspendable	$0.00
Restricted	$1,076,293.00
Committed	$6,638,948.00
Assigned	$6,730,461.00
Unassigned	$15,150,157.00
Total Fund Balance	**$29,595,859.00**
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	**$47,829,189.00**

Town of Needham
Enterprise Funds
Statement of Net Assets
Year Ended June 30, 2013

	Solid Waste	Sewer	Water
ASSETS			
Current Assets:			
Cash and short-term investments	$1,728,526.00	$4,582,645.00	$6,297,349.00
Receivables	$264,308.00	$2,209,444.00	$1,889,827.00
Intergovernmental	$0.00	$1,509,806.00	$0.00
Other current assets	$0.00	$0.00	$0.00
Total Current Assets	$1,992,834.00	$8,301,895.00	$8,187,176.00
Noncurrent Assets:			
Land and construction in progress	$5,007,443.00	$6,787,640.00	$2,618,343.00
Other capital assets, net of accumulated depreciation	$1,758,172.00	$16,734,190.00	$25,925,915.00
Total Noncurrent Assets	$6,765,615.00	$23,521,830.00	$28,544,258.00
Total Assets	**$8,758,449.00**	**$31,823,725.00**	**$36,731,434.00**
LIABILITIES			
Current Liabilities:			
Accounts payable	$43,869.00	$522,038.00	$219,647.00
Accrued payroll	$13,233.00	$23,459.00	$17,745.00
Accrued liabilities	$0.00	$0.00	$0.00
Refunds Payable	$90,486.00	$51,075.00	$8,149.00
Other liabilities	$0.00	$0.00	$0.00
Current portion of long-term liabilities:			
Bonds payable	$70,000.00	$1,194,926.00	$744,148.00
Compensated absences	$37,551.00	$96,500.00	$77,999.00
Total current liabilities	$255,139.00	$1,887,998.00	$1,067,688.00
Noncurrent Liabilities			
Bonds payable, net of current portion	$110,000.00	$9,606,618.00	$4,592,712.00
Total Liabilities	**$365,139.00**	**$11,494,616.00**	**$5,660,400.00**
NET ASSETS			
Invested in capital assets, net of related debt	$6,858,952.00	$14,105,448.00	$23,404,425.00
Unrestricted	$1,534,358.00	$6,223,661.00	$7,666,609.00
Total Net Assets	**$8,393,310.00**	**$20,329,109.00**	**$31,071,034.00**

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2013

	Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
	Townwide Budget Group	$33,533,374	-$6,484	-$979,682	$32,547,208	($30,954,755.01)	($362,615.65)	($31,317,370.66)	$1,229,837.22
	Board of Selectmen & Town Manager	$826,252		$5,174	$831,426	($792,986.62)	($7,595.41)	($800,582.03)	$30,843.97
	Town Clerk & Board of Registrars	$341,853		$16,746	$358,599	($354,257.14)	($3,975.37)	($358,232.51)	$366.49
	Town Counsel	$300,039		$77,500	$377,539	($349,277.28)	($27,867.56)	($377,144.84)	$394.16
	Personnel Board	$11,600			$11,600	($72.03)		($72.03)	$11,527.97
	Finance Department	$2,296,615	$135,370	$41,622	$2,473,607	($2,213,455.01)	($83,917.35)	($2,297,372.36)	$176,234.64
	Finance Committee	$31,364			$31,364	($30,407.17)		($30,407.17)	$956.83
	Planning	$255,442		$5,867	$261,309	($251,267.32)	($4,350.00)	($255,617.32)	$5,691.68
	Community Development	$130,484			$130,484	($125,545.81)	($2,544.62)	($128,090.43)	$2,393.57
	Police Department	$5,323,227	$108,632	$75,081	$5,506,940	($4,924,798.14)	($291,679.77)	($5,216,477.91)	$290,462.09
	Fire Department	$6,333,112	$35,121	$147,210	$6,515,443	($6,228,621.00)	($62,492.20)	($6,291,113.20)	$224,329.80
	Building Inspector	$489,559			$489,559	($467,761.74)	($1,080.00)	($468,841.74)	$20,717.26
	Minuteman Assessment	$780,038			$780,038	($777,052.00)		($777,052.00)	$2,986.00
	Needham Public Schools	$51,112,681			$51,112,681	($48,968,259.07)	($1,817,526.19)	($50,785,785.26)	$326,895.74
	Department of Public Works	$4,900,896	$120,000	$521,073	$5,541,969	($5,311,281.14)	($130,361.74)	($5,441,642.88)	$100,326.24
	Municipal Parking Program	$55,000			$55,000	($44,346.52)	($583.57)	($44,930.09)	$10,069.91
	Municipal Lighting Program	$233,000			$233,000	($136,539.35)	($54,441.70)	($190,981.05)	$42,018.95
	Department of Public Facilities	$7,728,053		$44,409	$7,772,462	($7,017,289.59)	($623,518.23)	($7,640,807.82)	$131,654.18
	Health Department	$488,712			$488,712	($464,702.99)	($41.40)	($464,744.39)	$23,967.61
	Human Services	$588,016		$15,000	$603,016	($588,086.43)		($588,086.43)	$14,929.57
	Commission on Disabilities	$550			$550	($158.99)	($85.00)	($243.99)	$306.01
	Historical Commission	$1,050			$1,050				$1,050.00
	Needham Public Library	$1,382,743			$1,382,743	($1,371,714.69)	($8,010.90)	($1,379,725.59)	$3,017.41
	Park & Recreation Department	$561,374		$30,000	$591,374	($566,092.12)	($4,167.40)	($570,259.52)	$21,114.48
	Memorial Park	$750			$750	($202.47)	($547.53)	($750.00)	
Townwide & Departments		$117,705,784	$392,639		$118,098,423	($111,938,929.63)	($3,487,401.59)	($115,426,331.22)	$2,672,091.78
Townwide Expense Budgets									
01	Non-Contributory Retirement Payments	$33,400		-	$33,400	($33,340.32)		($33,340.32)	$59.68
02	Contributory Retirement System	$4,997,421			$4,997,421	($4,905,468.00)		($4,905,468.00)	$91,953.00
03	Group Health Insurance & Benefits	$9,973,869	-$465,094		$9,508,775	($8,799,524.48)	($286,964.20)	($9,086,488.68)	$422,286.32
04	Retiree Insurance & Insurance Liability Fund	$4,523,887	$400,000		$4,923,887	($4,923,887.00)		($4,923,887.00)	
05	Unemployment Compensation	$250,000			$250,000	($89,848.81)	($40,080.00)	($129,928.81)	$120,071.19
06	Debt Service	$11,288,276			$11,288,276	($11,271,757.85)		($11,271,757.85)	$16,518.15
07	Workers Compensation	$450,000			$450,000	($450,000.00)		($450,000.00)	
08	Casualty Liability & Self Insurance Program	$525,000			$525,000	($480,928.55)	($35,571.45)	($516,500.00)	$8,500.00
09	Classification Performance & Settlements	$291,700		-$272,567	$19,133				$19,133.00
10	Reserve Fund	$1,199,821	$58,610	-$707,115	$551,316				$551,315.88
	Townwide	$33,533,374	-$6,484	-$979,682	$32,547,208	($30,954,755.01)	($362,615.65)	($31,317,370.66)	$1,229,837.22

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2013

	Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Board of Selectmen & Town Manager									
11A	Salary & Wages	$669,819			$669,819	($657,016.32)		($657,016.32)	$12,802.68
11B	Expenses	$156,433		$5,174	$161,607	($135,970.30)	($7,595.41)	($143,565.71)	$18,041.29
	Total	$826,252		$5,174	$831,426	($792,986.62)	($7,595.41)	($800,582.03)	$30,843.97
Town Clerk & Board of Registrars									
12A	Salary & Wages	$296,301		$10,720	$307,021	($306,982.25)		($306,982.25)	$38.75
12B	Expenses	$45,552		$6,026	$51,578	($47,274.89)	($3,975.37)	($51,250.26)	$327.74
	Total	$341,853		$16,746	$358,599	($354,257.14)	($3,975.37)	($358,232.51)	$366.49
Town Counsel									
13A	Salary & Wages	$70,039			$70,039	($69,768.92)		($69,768.92)	$270.08
13B	Expenses	$230,000		$77,500	$307,500	($279,508.36)	($27,867.56)	($307,375.92)	$124.08
	Total	$300,039		$77,500	$377,539	($349,277.28)	($27,867.56)	($377,144.84)	$394.16
Personnel Board									
14A	Salary & Wages	$600			$600	($72.03)		($72.03)	$527.97
14B	Expenses	$11,000			$11,000				$11,000.00
	Total	$11,600			$11,600	($72.03)		($72.03)	$11,527.97
Finance Department									
15A	Salary & Wages	$1,512,620	$88,000		$1,600,620	($1,513,687.00)		($1,513,687.00)	$86,933.00
15B	Expenses	$746,495	$47,370	$41,622	$835,487	($662,268.04)	($83,917.35)	($746,185.39)	$89,301.61
15C	Capital	$37,500			$37,500	($37,499.97)		($37,499.97)	$0.03
	Total	$2,296,615	$135,370	$41,622	$2,473,607	($2,213,455.01)	($83,917.35)	($2,297,372.36)	$176,234.64
Finance Committee									
16A	Salary & Wages	$30,289			$30,289	($29,530.72)		($29,530.72)	$758.28
16B	Expenses	$1,075			$1,075	($876.45)		($876.45)	$198.55
	Total	$31,364			$31,364	($30,407.17)		($30,407.17)	$956.83
Planning									
17A	Salary & Wages	$238,982		$5,867	$244,849	($244,410.24)		($244,410.24)	$438.76
17B	Expenses	$16,460			$16,460	($6,857.08)	($4,350.00)	($11,207.08)	$5,252.92
	Total	$255,442		$5,867	$261,309	($251,267.32)	($4,350.00)	($255,617.32)	$5,691.68
Community Development									
18A	Salary & Wages	$118,626			$118,626	($118,557.12)		($118,557.12)	$68.88
18B	Expenses	$11,858			$11,858	($6,988.69)	($2,544.62)	($9,533.31)	$2,324.69
	Total	$130,484			$130,484	($125,545.81)	($2,544.62)	($128,090.43)	$2,393.57
19	Reserved								
Police Department									
20A	Salary & Wages	$4,842,392	$41,684	$75,081	$4,959,157	($4,708,026.80)		($4,708,026.80)	$251,130.20
20B	Expenses	$280,835			$280,835	($216,771.34)	($32,165.57)	($248,936.91)	$31,898.09
20C	Capital	$200,000	$66,948		$266,948		($259,514.20)	($259,514.20)	$7,433.80
	Total	$5,323,227	$108,632	$75,081	$5,506,940	($4,924,798.14)	($291,679.77)	($5,216,477.91)	$290,462.09

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2013

	Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Fire Department									
21A	Salary & Wages	$6,079,147	$23,410	$147,210	$6,249,767	($6,040,208.10)		($6,040,208.10)	$209,558.90
21B	Expenses	$253,965			$253,965	($188,412.90)	($53,475.51)	($241,888.41)	$12,076.59
21C	Capital		$11,711		$11,711		($9,016.69)	($9,016.69)	$2,694.31
	Total	$6,333,112	$35,121	$147,210	$6,515,443	($6,228,621.00)	($62,492.20)	($6,291,113.20)	$224,329.80
Building Inspector									
22A	Salary & Wages	$460,619			$460,619	($447,740.26)		($447,740.26)	$12,878.74
22B	Expenses	$28,940			$28,940	($20,021.48)	($1,080.00)	($21,101.48)	$7,838.52
	Total	$489,559			$489,559	($467,761.74)	($1,080.00)	($468,841.74)	$20,717.26
Minuteman Assessment									
23	Assessment	$780,038			$780,038	($777,052.00)		($777,052.00)	$2,986.00
	Total	$780,038			$780,038	($777,052.00)		($777,052.00)	$2,986.00
Needham Public Schools									
24	Needham Public School Budget	$51,112,681			$51,112,681	($48,968,259.07)	($1,817,526.19)	($50,785,785.26)	$326,895.74
	Total	$51,112,681			$51,112,681	($48,968,259.07)	($1,817,526.19)	($50,785,785.26)	$326,895.74
Department of Public Works									
25A	Salary & Wages	$3,109,481			$3,109,481	($3,089,228.60)		($3,089,228.60)	$20,252.40
25B	Expenses	$1,384,915			$1,384,915	($1,174,545.62)	($130,361.74)	($1,304,907.36)	$80,007.64
25C	Capital	$6,500	$120,000		$126,500	($126,433.80)		($126,433.80)	$66.20
25D	Snow and Ice	$400,000		$521,073	$921,073	($921,073.12)		($921,073.12)	
	Total	$4,900,896	$120,000	$521,073	$5,541,969	($5,311,281.14)	($130,361.74)	($5,441,642.88)	$100,326.24
Municipal Parking Program									
26	Municipal Parking Program	$55,000			$55,000	($44,346.52)	($583.57)	($44,930.09)	$10,069.91
	Total	$55,000			$55,000	($44,346.52)	($583.57)	($44,930.09)	$10,069.91
Municipal Lighting Program									
27	Municipal Lighting Program	$233,000			$233,000	($136,539.35)	($54,441.70)	($190,981.05)	$42,018.95
	Total	$233,000			$233,000	($136,539.35)	($54,441.70)	($190,981.05)	$42,018.95
Department of Public Facilities									
28A	Salary & Wages	$3,182,993		$44,409	$3,227,402	($3,191,649.15)		($3,191,649.15)	$35,752.85
28B	Expenses	$4,545,060			$4,545,060	($3,825,640.44)	($623,518.23)	($4,449,158.67)	$95,901.33
	Total	$7,728,053		$44,409	$7,772,462	($7,017,289.59)	($623,518.23)	($7,640,807.82)	$131,654.18
Health Department									
29A	Salary & Wages	$401,658			$401,658	($379,775.77)		($379,775.77)	$21,882.23
29B	Expenses	$87,054			$87,054	($84,927.22)	($41.40)	($84,968.62)	$2,085.38
	Total	$488,712			$488,712	($464,702.99)	($41.40)	($464,744.39)	$23,967.61
Human Services									
30A	Salary & Wages	$510,811			$510,811	($496,138.95)		($496,138.95)	$14,672.05
30B	Expenses	$77,205		$15,000	$92,205	($91,947.48)		($91,947.48)	$257.52
	Total	$588,016		$15,000	$603,016	($588,086.43)		($588,086.43)	$14,929.57

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2013

	Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Commission on Disabilities									
31A	Salary & Wages								
31B	Expenses	$550			$550	($158.99)	($85.00)	($243.99)	$306.01
	Total	$550			$550	($158.99)	($85.00)	($243.99)	$306.01
Historical Commission									
32A	Salary & Wages								
32B	Expenses	$1,050			$1,050				$1,050.00
	Total	$1,050			$1,050				$1,050.00
Needham Public Library									
33A	Salary & Wages	$1,071,967			$1,071,967	($1,071,967.00)		($1,071,967.00)	
33B	Expenses	$310,776			$310,776	($299,747.69)	($8,010.90)	($307,758.59)	$3,017.41
	Total	$1,382,743			$1,382,743	($1,371,714.69)	($8,010.90)	($1,379,725.59)	$3,017.41
Park & Recreation Department									
34A	Salary & Wages	$453,499			$453,499	($442,927.30)		($442,927.30)	$10,571.70
34B	Expenses	$107,875			$107,875	($93,239.82)	($4,167.40)	($97,407.22)	$10,467.78
34C	Capital			$30,000	$30,000	($29,925.00)		($29,925.00)	$75.00
	Total	$561,374		$30,000	$591,374	($566,092.12)	($4,167.40)	($570,259.52)	$21,114.48
Memorial Park									
35A	Salary & Wages								
35B	Expenses	$750			$750	($202.47)	($547.53)	($750.00)	
	Total	$750			$750	($202.47)	($547.53)	($750.00)	
	Department Budget Total	$84,172,410	$399,123	$979,682	$85,551,215	($80,984,174.62)	($3,124,785.94)	($84,108,960.56)	$1,442,254.56
	Total Operating Budget	$117,705,784	$392,639		$118,098,423	($111,938,929.63)	($3,487,401.59)	($115,426,331.22)	$2,672,091.78

Solid Waste Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2013

	Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
101A	Salary & Wages	$653,290			$653,290	($592,414.98)		($592,414.98)	$60,875.02
101B	Expenses	$1,214,293			$1,214,293	($906,300.92)	($202,784.04)	($1,109,084.96)	$105,208.04
101C	Capital	$43,000			$43,000	($36,850.00)		($36,850.00)	$6,150.00
101D	Debt Service	$150,000			$150,000	($149,563.26)		($149,563.26)	$436.74
102	Reserve Fund	$25,000			$25,000				$25,000.00
	Total	$2,085,583			$2,085,583	($1,685,129.16)	($202,784.04)	($1,887,913.20)	$197,669.80

Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2013

	Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
201A	Salary & Wages	$902,938			$902,938	($893,432.42)		($893,432.42)	$9,505.58
201B	Expenses	$475,056			$475,056	($379,061.43)	($58,326.20)	($437,387.63)	$37,668.37
201C	Capital	$25,000			$25,000	($21,830.00)		($21,830.00)	$3,170.00
201D	MWRA Assessment	$5,440,127			$5,440,127	($5,381,187.00)		($5,381,187.00)	$58,940.00
201E	Debt Service	$1,400,000			$1,400,000	($1,377,288.62)		($1,377,288.62)	$22,711.38
202	Reserve Fund	$35,000			$35,000				$35,000.00
	Total	$8,278,121			$8,278,121	($8,052,799.47)	($58,326.20)	($8,111,125.67)	$166,995.33

Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2013

	Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
301A	Salary & Wages	$1,028,088			$1,028,088	($938,387.19)		($938,387.19)	$89,700.81
301B	Expenses	$1,026,906			$1,026,906	($926,913.22)	($95,587.95)	($1,022,501.17)	$4,404.83
301C	Capital	$20,000		$30,000	$50,000	($31,252.00)	($17,749.92)	($49,001.92)	$998.08
301D	MWRA Assessment	$965,737			$965,737	($964,345.00)		($964,345.00)	$1,392.00
301E	Debt Service	$1,550,000			$1,550,000	($1,255,779.79)		($1,255,779.79)	$294,220.21
302	Reserve Fund	$75,000		-$30,000	$45,000				$45,000.00
	Total	$4,665,731			$4,665,731	($4,116,677.20)	($113,337.87)	($4,230,015.07)	$435,715.93

Community Preservation Act
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2013

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Administrative Budget	$82,000		$82,000	($13,960.06)	($407.24)	($14,367.30)	$67,632.70
Total	$82,000		$82,000	($13,960.06)	($407.24)	($14,367.30)	$67,632.70

Town of Needham
Trust Funds
Year Ended June 30, 2013

Fund	July 1, 2012	Receipts	Disbursements & Adjustments	June 30, 2013
Anita M. Reinke Memorial Scholarship	$10,722.53	$421.30	$400.00	$10,743.83
Arthur and Cecilia Bailey Scholarship	$52,043.26	$1,968.68	$4,000.00	$50,011.94
Catherine M. Wharton Memorial Scholarship	$0.00			$0.00
Centennial Football Scholarship	$377.54	$15.10		$392.64
Charles and Bernice Siegel Memorial Fund	$219,426.50	$8,471.33	$14,400.00	$213,497.83
Class of 1979 Scholarship	$11.86	$0.47		$12.33
Class of 1980 Scholarship	$6,351.61	$236.11	$500.00	$6,087.72
C. J. Cullen III Memorial Scholarship	$41,078.64	$1,989.89	$2,950.00	$40,118.53
Dana F. Burke Scholarship	$5,820.79	$214.91	$1,000.00	$5,035.70
De Fazio Family Memorial Scholarship	$16,761.90	$634.38	$2,000.00	$15,396.28
Derwood Newman Memorial	$47,528.33	$1,346.44	$25,000.00	$23,874.77
Dr. Lee Allan Memorial	$2,696.67	$105.97	$50.00	$2,752.64
Dwight School (Pollard School)	$35,056.19	$1,400.49		$36,456.68
Edward J. Stewart 13 Club Scholarship	$76.14	$3.04		$79.18
Edward Kasip Scholarship	$0.00			$0.00
Edward Keady Memorial Scholarship	$3,901.17	$206.50	$3,000.00	$1,107.67
Elizabeth Handley	$43,075.91	$1,664.48	$3,200.00	$41,540.39
Frederick Barstow Scholarship	$306,136.24	$11,595.53	$36,000.00	$281,731.77
Frederick Harris Scholarship	$36,882.63	$1,402.93	$4,000.00	$34,285.56
George Morse Memorial Scholarship	$212,351.71	$8,201.38	$10,500.00	$210,053.09
High School Sports Endowment	$30,502.82	$1,218.57		$31,721.39
Igor Guralnik & Keith Flueckiger	$6,786.90	$200.63	$4,000.00	$2,987.53
Joan W. Swartz Memorial Scholarship	$56.55	$2.27		$58.82
John Akers	$279,617.48	$10,853.41	$18,500.00	$271,970.89
John C. Wood (High School Library)	$13,553.85	$527.51	$757.37	$13,323.99
Joseph Paulini Scholarship	$4,598.89	$1,170.55	$2,000.00	$3,769.44
Karen Decembre Scholarship	-$0.06			-$0.06
Kyle Shapiro Scholarship	$18.53	$0.74		$19.27
Leo F. Richards Jr. Scholarship	$4,736.95	$171.60	$1,000.00	$3,908.55
Linda Barnes Scholarship	$4,916.70	$161.19	$2,000.00	$3,077.89
Lizzie and Reuben Grossman Scholarship	$1,500.00	$1,507.04	$3,000.00	$7.04
Mark R., Beane Memorial Scholarship	$38,396.48	$1,477.53	$3,200.00	$36,674.01
Martin Luther King Scholarship	$12,850.94	$1,270.49	$5,250.00	$8,871.43
Mary Ann Dolan Scholarship	$0.00			$0.00
Minot Mac Donald (Carter School Library)	$8,472.51	$338.94		$8,811.45
Miriam Kronish Scholarship	$76.16	$6,683.71	$720.00	$6,039.87
Miriam Kronish Excellence in Educ	$33,679.17	$1,319.04	$336.22	$34,661.99
Nate Tavalone Scholarship	$6,989.52	$565.13	$800.00	$6,754.65
New Century Club Scholarship	$14,509.46	$558.49	$1,200.00	$13,867.95
Nina Pansuk Scholarship	$139,486.22	$5,466.70	$6,000.00	$138,952.92
Peter Eloranta Chemistry Award Scholarship	$11,469.13	$456.43	$50.00	$11,875.56
Peter Eloranta Scholarship	$99,352.29	$3,969.11	$3,849.00	$99,472.40
Rebecca H. Perry Memorial Scholarship	$256,218.95	$9,897.48	$14,400.00	$251,716.43
Richard Jensen, Sr. Memorial Scholarship	$2,608.28	$104.19		$2,712.47
Robert and Elizabeth Gardner Scholarship	$77,422.48	$27,890.15	$40,000.00	$65,312.63
Ruth Ann B. Simmons MD Memorial Scholarship	$21,960.21	$824.42	$3,000.00	$19,784.63
School Permanent Donation	$0.00			$0.00
Scott Marino Memorial Scholarship	$0.00	$8,848.00		$8,848.00
Stacy Neilson Memorial Fund (Soccer Team)	$168.93			$168.93
Stanley Willox Memorial Scholarship	-$650.00	$650.00		$0.00

Town of Needham
Trust Funds
Year Ended June 30, 2013

Fund	July 1, 2012	Receipts	Disbursements & Adjustments	June 30, 2013
Steven Wernick Memorial Scholarship	$0.01			$0.01
Students Need Arts Trust Fund	$6,490.15	$29.42	$6,450.67	$68.90
Thomas C. Hanson Memorial Scholarship	$0.00			$0.00
Timothy P. Flanagan Memorial Scholarship	$18,719.08	$659.73	$5,500.00	$13,878.81
Tot Greenleaf	$8,040.55	$285.96	$2,000.00	$6,326.51
walter burke	$18.00			$18.00
William G. Moseley Scholarship	$22,530.66	$891.28	$500.00	$22,921.94
Willaim L. Sweet Scholarship	$865,715.14	$33,527.61	$60,000.00	$839,242.75
William T. Burke Memorial Scholarship	$2,455.59	$80.47	$1,000.00	$1,536.06
Subtotal School	$3,033,568.14	$161,486.72	$292,513.26	$2,902,541.60
Arthur W. & Barbara S. Hatch Fund	$267,412.38	$10,659.00	$5,395.35	$272,676.03
Bosworth Library Trust Fund	$7,159.50	$286.02		$7,445.52
Charles Fredic Clifford Henderson Library 10% Trust	$117,771.03	$4,696.98	$226.05	$122,241.96
Cora Proctor Thurston Fund	$12,916.01	$515.98		$13,431.99
Helen DE M. Dunn Library Trust Fund	$758.73	$30.31		$789.04
Karl L. Nutter Library Trust Fund	$2,059.92	$82.30		$2,142.22
Laura G. Willgoose Library Trust Fund	$137,362.09	$5,468.10	$842.05	$141,988.14
Library Permanent Donation Fund	$104,450.39	$88,906.51	$75,559.46	$117,797.44
Lois Carley Children's Library Trust	$11,156.89	$445.73		$11,602.62
Martha Barr Library Trust Fund	$2,860.07	$221.26		$3,081.33
Myra S. Greenwood Library Trust Fund	$66,234.60	$2,646.08		$68,880.68
Roger S. Corliss Fund	$7,252.39	$289.72		$7,542.11
William Carter Fund	$34,861.45	$1,392.73		$36,254.18
William H. Wye Library Fund	$1,502.19	$60.02		$1,562.21
Subtotal Library	$773,757.64	$115,700.74	$82,022.91	$807,435.47
350th Needham Birthday Celebration	$0.00	$5,110.46		$5,110.46
400th Needham Birthday Celebration	$0.00	$3,410.45		$3,410.45
Board of Health	$0.00			$0.00
Community Revitalization Maintenance 10% Trust	$2,952.64	$1,771.86	$4,110.00	$614.50
Community Revitalization Trust	$2,995.84	$4,715.17	$4,563.00	$3,148.01
Council on Aging Permanent Donation	$162,135.75	$6,477.32	$30,000.00	$138,613.07
Domestic Violence Trust	$230,189.36	$9,174.90	$600.00	$238,764.26
Esther Lyford Trust	$9,356.37	$373.80		$9,730.17
Green Field Improvement Association Fund	$5,140.30	$205.32		$5,345.62
John B. Tolman Trust (Library/Temperance Organization)	$134,666.21	$5,280.18	$18,700.00	$121,246.39
Mary Virginia E. Hill (Animal Welfare) Fund	$12,320.68	$492.21		$12,812.89
Needham Cemetery Grand Army Lot Perpetual Care Fund	$11,539.74	$461.01		$12,000.75
Needham Military Band Inc. 2011 Fund	$0.00	$0.00		$0.00
Park & Recreation (Park Beautification) Fund	$6,865.50	$463.01	$1,744.91	$5,583.60
Rebecca Perry Park Trust Fund	$25,312.26	$1,011.20		$26,323.46
Robert & Marcia Carleton Memorial Trust Fund	$87,787.03	$3,507.08		$91,294.11
Robert & Marcia Carleton Pavilion Fund	$26,990.81	$1,078.27		$28,069.08

Town of Needham
Trust Funds
Year Ended June 30, 2013

Fund	July 1, 2012	Receipts	Disbursements & Adjustments	June 30, 2013
Skate Park Trust Fund	$1,364.26	$87.73		$1,451.99
Subtotal Other Funds	$719,616.75	$43,619.97	$59,717.91	$703,518.81
income not yet distributed	$2,097.47	$2,627.77		$4,725.24
TOTAL	**$4,529,040.00**	**$323,435.20**	**$434,254.08**	**$4,418,221.12**

State Tax Form 31C

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION

FISCAL 2013

OF

NEEDHAM

City / Town / District

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe) $ 144,990,958.

Ib. Total estimated receipts and other revenue sources (from IIIe) 44,548,687.

Ic. Tax levy (Ia minus Ib) $ 100,442,270.

Id. Distribution of Tax Rates and levies

CLASS	(b) Levy percentage (from LA - 5)	(c) IC above times each percent in col (b)	(d) Valuation by class (from LA - 5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	77.8722%	78,216,606.14	6,922,042,800	11.30	78,219,083.6
Net of Exempt					0.0
Open Space	0.0000%	0.00	0		0.0
Commercial	15.5272%	15,595,872.30	703,067,800	22.18	15,594,043.8
Net of Exempt					0.0
Industrial	2.6747%	2,686,529.42	121,108,800	22.18	2,686,193.1
SUBTOTAL	96.0741%		7,746,219,400		96,499,320.6
Personal	3.9259%	3,943,263.12	177,770,530	22.18	3,942,950.3
TOTAL	100.0000%		7,923,989,930		100,442,270.9

MUST EQUAL I

Board of Assessors of NEEDHAM

City / Town / District

NOTE : The information was Approved on 12/17/2012.

Hoyt B. Davis, Director, Needham, 781-455-7500 — Assessor

12/11/2012 10:02 AM — Date

I am signing on behalf of the Needham Board o... — (Comments)

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By Andrew Nelson

Date : 17-DEC-12

Approved : Dennis Mountain

Director of Accounts

Gerard D. Perry

(Gerard D. Perry)

NEEDHAM

City / Town / District

Amounts to be raised

a. Appropriations (col.(b) through col.(e) from page 4)		$ 141,800,888.04
b. Other amounts to be raised		
1. Amounts certified for tax title purposes	12,500.00	
2. Debt and interest charges not included on page 4	0.00	
3. Final court judgements	0.00	
4. Total overlay deficits of prior years	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	62,236.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. Authorized Deferral of Teachers' Pay	0.00	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other (specify on separate letter)	0.00	
TOTAL IIb (Total lines 1 through 10)		74,736.00
c. State and county cherry sheet charges (C.S. 1-EC)		1,238,429.00
d. Allowance for abatements and exemptions (overlay)		1,876,904.98
e. Total amount to be raised (Total IIa through IId)		$ 144,990,958.02

Estimated receipts and other revenue sources

Ia. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	$ 9,314,364.00	
2. Massachusetts school building authority payments	745,381.00	
TOTAL IIIa		10,059,745.00
Ib. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col(b), Line 23)	7,654,632.00	
2. Offset Receipts (Schedule A-1)	0.00	
3. Enterprise Funds (Schedule A-2)	16,806,244.00	
4. Community Preservation Funds (See Schedule A-4)	2,902,000.00	
TOTAL IIIb		27,362,876.00
Ic. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col.(c))	0.00	
2. Other available funds (page 4, col.(d))	1,759,346.04	
TOTAL IIIc		1,759,346.04
Id. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2012	5,366,720.00	
b. Free cash..appropriated on or after July 1, 2012	0.00	
2. Municipal light source	0.00	
3. Teachers' pay deferral	0.00	
4. Other source :	0.00	
TOTAL IIId		5,366,720.00
Ie. Total estimated receipts and other revenue sources (Total IIIa through IIId)		$ 44,548,687.04

Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from IIe)		$ 144,990,958.02
b. Total estimated receipts and other revenue sources (from IIIe)	$ 44,548,687.04	
c. Total real and personal property tax levy (from Ic)	$ 100,442,270.98	
d. Total receipts from all sources (total IVb plus IVc)		$ 144,990,958.02

LOCAL RECEIPTS NOT ALLOCATED *

TAX RATE RECAPITULATION

NEEDHAM

City/Town/District

		(a) Actual Receipts Fiscal 2012	(b) Estimated Receipts Fiscal 2013
==>	1 MOTOR VEHICLE EXCISE	4,357,995.71	3,670,000.00
==>	2 OTHER EXCISE	858,786.37	690,000.00
==>	3 PENALTIES AND INTEREST ON TAXES AND EXCISES	285,449.75	265,000.00
==>	4 PAYMENTS IN LIEU OF TAXES	65,687.27	45,000.00
	5 CHARGES FOR SERVICES - WATER	0.00	0.0
	6 CHARGES FOR SERVICES - SEWER	0.00	0.0
	7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.0
	8 CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.0
	9 OTHER CHARGES FOR SERVICES	620,194.58	555,000.0
	10 FEES	110,196.49	90,000.0
	11 RENTALS	199,772.35	150,000.0
	12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.0
	13 DEPARTMENTAL REVENUE - LIBRARIES	56,769.90	50,000.0
	14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.0
	15 DEPARTMENTAL REVENUE - RECREATION	285,697.10	250,000.0
	16 OTHER DEPARTMENTAL REVENUE	407,869.58	334,000.0
	17 LICENSES AND PERMITS	1,950,768.39	1,115,000.0
	18 SPECIAL ASSESSMENTS	1,594.23	0.0
==>	19 FINES AND FORFEITS	177,315.00	156,000.0
==>	20 INVESTMENT INCOME	103,129.63	80,000.0
==>	21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	159,796.14	135,000.0
	22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	1,038,544.74	69,632.0
	23 TOTALS	$ **10,679,567.23**	$ **7,654,632.0**

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2013 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Michelle T. Vaillancourt, Town Accountant, Needham, 781-455-7500 — 12/11/2012 11:50 AM

Accounting Officer — Date

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2012 estimated receipts to FY2013 estimated

CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

TAX RATE RECAPITULATION **FISCAL 2013**

NEEDHAM

City / Town / District

/ n ncil or n ting es	FY*	(a) Total Appropriations of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts (See A-1), Enterprise Funds (See A-2), or Community Preservation Fund (See A-4)	(f) *** Revolving Funds (See A-3)	(g) Borrowing Authorization
		APPROPRIATIONS					AUTHORIZATIONS MEMO ONLY	
07/2012	2013	133,118,772.00	116,717,155.00	0.00	591,982.00	15,809,635.00	1,087,100.00	600,000.00
09/2012	2013	1,597,000.00	0.00	0.00	0.00	1,597,000.00	0.00	0.00
14/2012	2012	654,346.04	0.00	0.00	654,346.04	0.00	0.00	1,175,000.00
16/2012	2013	4,958,131.00	3,894,731.00	0.00	0.00	1,063,400.00	0.00	630,000.00
13/2012	2013	1,472,639.00	259,621.00	0.00	513,018.00	700,000.00	0.00	1,500,000.00
Totals		141,800,888.04	120,871,507.00	0.00	1,759,346.04	19,170,035.00		
		Must Equal Cols. (b) thru (e)						

reby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

HAM	Theodora K. Eaton, Town Clerk, Needham, 781-455-7510	12/11/2012 10:16 AM
own/District	Clerk	Date

WARRANT FOR THE
STATE PRIMARY
The Commonwealth of Massachusetts

THURSDAY, SEPTEMBER 6, 2012

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to meet at their respective voting places in said Town, namely:

PRECINCT A – Hillside School - Gymnasium
PRECINCT B – Hillside School - Gymnasium
PRECINCT C – High Rock School – Library
PRECINCT D – High Rock School – Library
PRECINCT E – Pollard Middle School – Room 226
PRECINCT F – Stephen Palmer Community Room
PRECINCT G – Broadmeadow School - Gymnasium
PRECINCT H – Broadmeadow School - Gymnasium
PRECINCT I – Wm. Mitchell School – Gymnasium
PRECINCT J – Wm. Mitchell School - Gymnasium

ON THURSDAY, THE SIXTH DAY OF SEPTEMBER, 2012

From 7:00 A.M. to 8:00 P.M. for the following purposes:

To cast their votes in the State Primary for the candidates of Political Parties for the following offices:

SENATOR IN CONGRESS ..... **For this Commonwealth**
REPRESENTATIVE IN CONGRESS ..... **Fourth District**
COUNCILLOR ..... **Second District**
SENATOR IN GENERAL COURT ..... **For Norfolk, Bristol and Middlesex District (Precincts A, B, C, I, and J)**
SENATOR IN GENERAL COURT ..... **For Norfolk and Suffolk District (Precincts D, E, F, G, and H)**
REPRESENTATIVE IN GENERAL COURT ..... **Thirteenth Norfolk District**
CLERK OF COURTS ..... **Norfolk County**
REGISTER OF DEEDS ..... **Norfolk District**
COUNTY COMMISSIONERS ..... **Norfolk County**

The Polls Wills Be Open From 7:00 A.M. to 8:00 P.M.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.
Given under our hands this 14th day of August, A.D. 2012.

Gerald A. Wasserman, *Chairman*
Daniel P. Matthews, *Vice Chairman*
John A. Bulian, *Clerk*
Maurice P. Handel
Matthew D. Borrelli
Selectmen of Needham

A true copy,
ATTEST _____ **2012**

Constable (month) (day)

SPECIAL TOWN MEETING

WARRANT

TOWN OF NEEDHAM

MONDAY, OCTOBER 29, 2012

7:30 P. M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE **NEEDHAM**

Additional information on particular warrant articles will be made available form time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

October 29, 2012 Special Town Meeting Warrant
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Article 5 Rescind Debt Authorizations 4

Article 6 Amend Zoning By-Law – Height Limitation Exceptions 4

Article 7 Amend Zoning By-Law – Minimum Side and Rear Line Setbacks: Accessory Structures 5

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October 29, 2012 Special Town Meeting Warrant
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Article 17 Appropriate for Property Acquisition 10

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the Constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Town Hall:

MONDAY, THE TWENTY NINTH DAY OF OCTOBER, 2012

at seven-thirty in the afternoon, then and there to act upon the following articles, viz:

HUMAN RESOURCES ARTICLES

ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – FIRE UNION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2013 and fiscal year 2014; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted
PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Town and the Needham Fire Union reached agreement on a contract for fiscal year 2013 and fiscal years 2014 through 2016 that includes a wage restructuring for fiscal year 2013 and 2014, a 2.5% wage increase in fiscal year 2015, and a 1%/1% (July and January) split increase in fiscal year 2016. Among other items, the Agreement transitions the Needham Fire Union employees to the higher out-of-pocket, lower premium Rate Saver health insurance plans (along with a 1% increase as part of the sharing of the savings) and a cap on the amount of sick leave that can be "bought back" at the time of retirement from Town service.

ARTICLE 2: ACCEPT THE PROVISIONS OF CHAPTER 176 OF THE ACTS OF 2011 - SUPPLEMENTAL PENSION ALLOWANCE

To see if the Town will vote to accept the provisions of Chapter 176 of the Acts of 2011: An Act Increasing the Supplemental Pension Allowance under M.G.L. c. 32 Section 12 to survivors of members who die while employed by the Town from an annual amount of $3,000 to $6,000; or take any other action relative thereto.

INSERTED BY: Retirement Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Acceptance of this legislation will allow the Needham Retirement Board to increase the

benefit to surviving spouses of members who die while employees. This benefit will take effect on the date that certification of acceptance is filed with the Public Employee Retirement Administration Commission and is not retroactive. Currently there are four (4) survivors who would qualify for this benefit. The increase to those survivors currently receiving the benefit would be approximately $3,300 per year in total. Acceptance of this Act will have no material impact on the annual funding required by the Town to the Retirement System.

FINANCE ARTICLES

ARTICLE 3: APPROPRIATE FOR SOLAR ENERGY FEASIBILITY STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $15,000 for a study of the feasibility of locating solar facilities within the Town, to be spent under the direction of the Town Manager, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Board of Selectmen appointed a committee to evaluate the possibility of installing solar facilities on Town property, with particular emphasis on the closed landfill at the Recycling and Transfer Station (RTS). The requested funds will provide the committee with technical expertise in the development of its recommendations.

ARTICLE 4: AMEND THE FY2013 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2013 Operating Budget adopted under Article 10 of the 2012 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
3	Group Health Insurance	$9,973,869	$9,908,775
10	Reserve Fund	$1,199,821	$1,309,072
15A	Finance Department Salary & Wages	$1,512,620	$1,600,620
15B	Finance Department Expenses	$746,495	$793,865
20A	Police Department Salary & Wages	$4,842,392	$4,884,076
20C	Police Department Capital	$200,000	$228,018
21A	Fire Department Salary & Wages	$6,079,147	$6,102,557
25C	Department of Public Works Capital	$6,500	$126,500

And to meet this appropriation that $244,621 be raised from the FY2013 tax levy, $28,018 be transferred from Insurance Proceeds in Excess of $20,000, and $120,000 be transferred from Article 4 of the March 3, 2008 Special Town Meeting; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article is to amend the Town's operating budget for FY2013. A total of

$244,621 of new revenue and $148,018 of other available funds has been identified for appropriation under this article. Another change is the transfer of $65,094 from the health insurance budget to the Police and Fire Department budgets.

The reduction to the Health Insurance budget ($65,094) is to transfer anticipated savings in the health insurance budget to the Police and Fire Department operating budgets to cover costs associated with the new collective bargaining agreement reached with the Police Union earlier this year and the Fire Union being acted upon at this Town Meeting. The reduction in the health insurance budget is reflective of the conversion from traditional HMO plans to Rate Saver Plans that the Police employees elected to choose with the new collective bargaining agreement and the Fire employees are choosing with the January 2013 conversion date.

As in prior budget years, when new revenue is identified for the Special Town Meeting in the fall, the Reserve Fund is one of the budgets that is recommended for supplemental funding. The proposed change is to increase the FY2013 Reserve Fund by $109,251.

There are proposed increases to the Finance Department salary and wages line of $88,000, and the Finance Department expense line of $47,370, some expenses of which are temporary, and others which will be ongoing. The Town is in the process of changing its accounting and financial software applications used on a system-wide basis (inclusive of the Needham Public Schools) - a process that is expected to take eighteen months to complete. During the conversion process, the Town will be running two systems, increasing some of the licensing and operating expenses of the Finance Department during FY2013 and FY2014. The set-up, validation, testing, and auditing of the new system is expected to increase the work day for a number of employees in different departments during the process, so additional funding is being sought to pay those costs (the expenses are being centralized under the Finance Department). These costs are viewed as temporary, and should cease after FY2014. The Finance Department budget is also being recommended for amendment to provide funding for a permanent technology position to support the ongoing operations and network. Funding at this time is necessary as the work is now underway with the change to the new financial applications and the integration that will be necessary with other applications. The Finance Department consulted with the Finance Committee last summer and explained the need for the additional staff person. The Finance Committee endorsed the recommendation for additional funding this fall. In addition to the increase in salary and wages for the technology position, there are some one-time equipment expenses (a computer, workstation, etc.) which are incurred this year related to the new position.

The change to the Police Department salary and wages ($41,684) and the Fire Department salary and wages ($23,410) line items reflect the transfer from the health insurance budget to implement the provisions of the collective bargaining agreements which provided a 1% increase in wages at the time of conversion to the lower premium, higher out-of-pocket cost health insurance plan.

The $28,018 increase to the Police Department capital line is to appropriate funds to replace a Police vehicle that was declared a total loss by the Town's insurance company. The funds were received from the insurance company and are reserved specifically to purchase a replacement vehicle. Because the specific property loss resulted in a payment to the Town in excess of twenty-thousand dollars, the funds must be appropriated by Town Meeting in order for the Police Department to use the funds to purchase a replacement vehicle.

The last change is to the Department of Public Works capital line in the amount of $120,000. The Town is finalizing the work that is to be done at Walker Gordon Park this fall. The work that is to be done onsite requires additional funds as the actual bids have come in higher than the original estimate. The total project involves the grading and sequencing work which incorporates 174 Charles River Street property with Walker Gordon ($256,644), new fencing ($24,385), baseball field including backstops, fencing, foul poles and player

benches ($43,017), irrigation ($27,611), and parking lot improvements ($18,613) for a total of $370,270. The recommended transfer of $120,000 provides the additional funds to have the work completed and provides a contingency of $13,730. The $120,000 would be transferred from the athletic facility improvements capital project article that was approved at the March 3, 2008 Special Town Meeting. This represents the available balance of that project which is not required to finish the work intended at DeFazio.

ARTICLE 5: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting		Article	Authorized	Rescind
Rte 128 Sewer Main Relocation	2005	STM (N)	9	$3,500,000	$90,000
Kendrick Street Bridge Design	2009	ATM	46	$125,000	$35,000
RTS Construction Equipment	2009	ATM	52	$230,000	$44,000
Kendrick Street Bridge Repair	2010	ATM	35	$850,000	$100,000
Needham High School Roof	2011	ATM	38	$320,000	$240,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: When a project is financed by borrowing, the project has been completed, and all the bills have been paid, the balance of the authorization that was not borrowed can be rescinded. A Town Meeting vote is necessary for the above authorizations to reduce the amounts that may be borrowed. After a rescission vote has been taken, the amount rescinded may not be borrowed, which frees up borrowing capacity for future projects. In some cases, the full appropriation for a project is not required, due to monies received from other sources, changes in scope, cost saving measures, or favorable bids.

ZONING / LAND USE ARTICLES

ARTICLE 6: AMEND ZONING BY-LAW – HEIGHT LIMITATION EXCEPTIONS

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.2 Dimensional Regulations for Rural Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.2 Height Limitation Exceptions, by adding the following after the first sentence:

"Notwithstanding the foregoing sentence, a municipal building or structure located on a lot in excess of twenty (20) acres created by deed or plan, endorsed or recorded before September 1, 2012, may be as high as fifty (50)

feet, provided the building or structure contains no more than one story, is used primarily for storage purposes and is located at least two hundred (200) feet from all property lines."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article proposes to amend the section of the Zoning By-Law that limits the height of a municipal building or structure in the Rural Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts. The amendment is offered by the Planning Board in an effort to enable the construction of the Town's salt storage building proposed to be sited at the Recycling and Transfer Station located on Central Avenue. The amendment would allow a municipal building or structure in the Rural Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts having a height of up to fifty feet, provided the building or structure contains no more than one story, is used primarily for storage purposes, is located on a lot in excess of twenty acres, and is sited at least two hundred feet from all property lines. Currently, in the above-noted districts, the height of a municipal building or structure is limited to forty feet.

ARTICLE 7: AMEND ZONING BY-LAW – MINIMUM SIDE AND REAR LINE SETBACKS: ACCESSORY STRUCTURES

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.2 Dimensional Regulations for Rural Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.3 Minimum Side and Rear Line Setbacks: Accessory Structures, by adding the following sentence to the end of the paragraph:

"Notwithstanding the foregoing, an accessory building or structure associated with a pool use which is less than eleven (11) feet in height and has less than one-hundred (100) square feet of ground coverage need not comply with the foregoing ten (10) foot distance from any other building or structure requirement as said requirement pertains to the placement of the accessory building or structure from the edge of the pool, provided that such accessory building or structure is placed no less than eight (8) feet from the edge of the pool."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: Presently, in the Rural Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, accessory buildings and structures (excepting fences) are required to be placed at least ten feet from any other building or structure on the lot. This article would permit an exception to the above-noted rule for an accessory building or structure associated with a pool use. In the subject case, an accessory building or structure associated with a pool use would be permitted to be placed eight feet from the edge of the pool, provided the building or structure was less than eleven feet in height and had less than one-hundred square feet of ground coverage. All other dimensional setback requirements from abutting properties and from streets and ways would remain unchanged.

ARTICLE 8: CITIZENS' PETITION - RAIL TRAIL COMMITTEE

Whereas the town has two distinct sections of unused rail right-of-way, from Newton to Needham Heights and from Dover to Needham Junction.
Whereas the board of the Massachusetts Department of Transportation has voted to grant the MBTA authority to engage in a long-term lease for the two sections to the town for possible conversion into rail trail greenways.

The selectmen shall appoint a rail trail committee to study both sections and recommend a proposal for conversion of the unused rail sections into a linear park greenway. The committee shall conduct an inclusive public process of engagement with stakeholders, in particular the individuals, businesses and institutions in the neighborhoods near the rail lines to ensure the proposed project has community input and support. The committee shall recommend a rail trail conversion plan to the selectmen for their adoption, with town meeting approval.

INSERTED BY: Citizens' Petition – Thomas Connors et. al.
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: This article proposes creation of a Town Rail Trial Committee to study and recommend conversion of both sections of currently unused rail right of way within the Town to rail trails. One (southern) section runs from Needham Junction to the Dover line, connecting to Medfield. The other (northern) section runs from Needham Heights to the Newton Line, where it connects to unused right of way in Newton. The Selectmen are currently engaged in an evaluation of the southern section (Needham Junction to the Dover line) in cooperation with the local non-profit group Bay Colony Rail Trail Association (BCRTA). The BCRTA is seeking Community Preservation Funds for a feasibility study of this first phase under Article 11 of this Warrant. The Selectmen have deferred action on the northern section (Needham Heights to Newton line), other than to consider a nominal cost lease of the right of way, pending further developments and related considerations. These include several competing alternative use plans for the route, both in Needham and Newton, and the anticipated removal of the right of way's current rail bridge over 128 by MassDOT as part of the widening of Route 128. MassDOT has advised that its design will allow for construction of a new bridge across the highway if a decision is made to do so at a later time, but a bridge is not part of the current MassDOT design.

ARTICLE 9: CITIZENS' PETITION - BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

The Selectmen shall appoint a bicycle and pedestrian advisory committee to prepare and recommend a comprehensive Bicycle and Pedestrian plan for the town, to include improvements to streets, sidewalks, street crossings and the proposed rail trails. The committee may consult with and make recommendations to individuals, departments, agencies and committees. The committee shall recommend a proposed Needham Bicycle and Pedestrian plan to the selectmen for their adoption.

INSERTED BY: Citizens' Petition – Thomas Connors et. al.
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: This article proposes creation of a Town Bicycle and Pedestrian Advisory Committee. Currently, Town transportation and recreational bicycling matters are primarily addressed by the Town's Traffic Management Advisory Committee (TMAC), Department of Public Works, and Park and Recreation Commission, depending on the specific issues involved. The TMAC is an appointed committee charged with evaluating and making recommendations relative to vehicle, bicycle, and pedestrian traffic. The Town has adopted a bicycle plan under the auspices of the TMAC, and is in the process of implementing that plan through the efforts of the Department of Public Works.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 10: APPROPRIATE FOR SOUTH STREET HOME - CHARLES RIVER ARC

To see if the Town will vote to raise and/or transfer and appropriate the sum of $500,000 for the construction by the Charles River Center of an accessible home for individuals with disabilities, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Housing Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: The Charles River Center (Charles River ARC) has recently purchased property on South Street and is seeking funding to construct a group home for 5-6 adults with developmental disabilities. The request is for $500,000, but based on funds that are anticipated from other resources that will be finalized in October, the amount that will actually be requested will be less than $500,000. The Charles River Center has already purchased the property and will rely on architectural designs created for a home being built in another community. If approved, this project would increase the Town's number of affordable units by five.

ARTICLE 11: APPROPRIATE FOR RAIL TRAIL FEASIBILITY STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $35,000 for a feasibility study of the abandoned rail corridor from Needham Junction to the Dover line for use as a shared use rail trail, to be spent under the direction of the Town Manager, said sum to be transferred from the CPA Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: With the support of the Board of Selectmen, the Bay Colony Rail Trail Committee (BCRTC) is seeking $35,000 to engage in an engineering study in order to provide answers to the Board of Selectmen and others on the feasibility of creating a rail trail that would begin near Needham Junction on Chestnut Street and continue to the Charles River. Some of the issues to be studied include access to the rail trail from the Chestnut Street area, possible parking areas for trail users, ADA considerations, and the integrity of the timber bridge crossing the Charles River. BCRTC has already been reaching out to close abutters of the possible rail trail, and the study will include public workshops for input. BCRTC is also working with the Town of Dover and the Town of Medfield, as the long-term vision is to have a seven-mile trail extending from Needham Junction to Medfield, and participates in a three-town working group of

board/staff members from each town. As long-term discussions are still underway between Needham and Newton on a variety of transportation needs between the two communities, this current project does not include the unused rails extending beyond the Needham Heights station.

ARTICLE 12: APPROPRIATE FOR GREENE'S FIELD IMPROVEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $445,000 for the renovation of Greene's Field including the installation of a play structure, to be spent under the direction of the Town Manager, said sum to be transferred from the CPA Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: It has been two years since the Greene's Field play structure was removed, and with the assistance of the Greene's Field Play Structure Advisory group, the Town has reviewed the needs of the whole park. The request for $445,000 is for the creation of a new playground area, with equipment for young children and school-aged children; the restoration of the 60' diamond and small multi-purpose field; restoration of the basketball court; and the addition of a small walking path. A Greene's Field fundraising group has already begun the effort to raise at least $50,000 towards this project, as the overall cost is anticipated to be closer to $500,000.

CAPITAL ARTICLES

ARTICLE 13: APPROPRIATE FOR POLLARD SCHOOL BOILER DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $55,000 for engineering and design for Pollard School boiler replacement, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to met this appropriation that $18,951 be transferred from Article 8 of the May 2010 Special Town Meeting and $36,049 be transferred from Article 32 of the May 2010 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2013 – 2017 Capital Improvement Plan recommends the replacement of the Pollard School boiler in fiscal year 2014. This article seeks appropriation for design of the new boiler installation in order to ensure that the project can be completed during the 2013 summer vacation period. New high efficiency condensing boilers in conjunction with more efficient circulating pump motors and variable frequency drives will reduce the Town's consumption of natural gas and electricity. The existing duel-fired burners at the Pollard will be repurposed to the Mitchell School, enabling the Mitchell School to tie into the new gas main which was recently installed by NSTAR. This repurposing will provide a reduction of energy costs at the Mitchell School.

ARTICLE 14: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $310,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum to be transferred from Article 35 of the 2010 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The fiscal year 2013 through fiscal year 2015 recommendation for Public Works Infrastructure program appropriation was lower than in previous years in order to accommodate the financing plan for the new senior center. In making that recommendation, the Board of Selectmen made a commitment to review options for increasing the Public Works Infrastructure Program funding when possible. This article seeks to reallocate a portion of the proceeds for the Kendrick Street Bridge reconstruction which was completed, in conjunction with the City of Newton, under budget as a result of favorable pricing and site conditions.

ARTICLE 15: APPROPRIATE FOR SALT SHED CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,913,000 for engineering, design, construction, and associated improvements for the construction of a salt storage shed, to be spent under the direction of the Town Manager, and to meet this appropriation, the Treasurer with the approval of the Board of Selectmen, is authorized to borrow said sum under Chapter 44 of the General Laws or any other enabling authority; and that the Town Manager is authorized to contract for and expend any federal or state aid available for the project, provided that the amount of the authorized borrowing shall be reduced by the amount of such aid received prior to the issuance of bonds or notes under this vote; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The existing 1,200 ton salt storage building located at the rear of 470 Dedham Ave was constructed during the 1970s with a grant from the Massachusetts Highway Department, and has deteriorated significantly. The 2011 Annual Town Meeting appropriated $75,000 for a feasibility study for the relocation and construction of a new salt shed under the oversight of the Permanent Public Building Committee. The report is now complete, and the new salt shed is proposed to be constructed at the Recycling and Transfer Station (RTS). The cost of the construction may be reimbursed by the Commonwealth of Massachusetts through the "Chapter 90" program. If the Commonwealth determines that the entire project is eligible to be funded by Chapter 90 funds, this article will be withdrawn.

ARTICLE 16: APPROPRIATE FOR RTS REMEDIATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $400,000 for soil remediation and removal and associated costs at the Recycling/Transfer Station, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation, the Treasurer, with the

approval of the Board of Selectmen, is authorized to borrow said sum under Chapter 44 of the General Laws or any other enabling authority; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The consultant engaged by the Permanent Public Building Committee to conduct the feasibility of relocating the salt shed to the Recycling/Transfer Station (RTS) has identified the potential need for soil remediation and removal at the site in the area of the excavation. The requested appropriation of $400,000 represents the high end of the estimated cost. Because any soil contamination that may be encountered is an existing condition, the expense associated with remediation and removal is the responsibility of the RTS Enterprise Fund.

ARTICLE 17: APPROPRIATE FOR PROPERTY ACQUISITION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,100,000 for the acquisition of real property known as 51 Lincoln Street, and associated improvements thereto, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The acquisition of 51 Lincoln Street will complement the acquisition of 59 Lincoln Street and 89 School Street that were approved by the Special Town Meeting in May, 2012 and the acquisition of 37-39 Lincoln Street that was approved by the Annual Town Meeting in May, 2012. The consolidation of these parcels under Town ownership will augment the amount of municipal parking in Needham Center, and will allow for the future expansion of the Police and Fire Station which is immediately adjacent to the property. The parcel will be immediately available to satisfy the existing lack of parking at the two stations.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 18h day of September, 2012.

GERALD A. WASSERMAN, ***Chairman***
DANIEL P. MATTHEWS, ***Vice Chair***
JOHN A. BULIAN, ***Clerk***
MAURICE P. HANDEL
MATTHEW D. BORRELLI

Selectmen of Needham

A TRUE COPY
Attest:
Constable:

Town Clerk's Office
Needham, MA 02492

First Class Mail
U.S. Postage Paid
Needham, MA
Permit No. 58224

ATTN: SPECIAL TOWN MEETING WARRANT

WARRANT FOR THE
STATE ELECTION
The Commonwealth of Massachusetts
TUESDAY, NOVEMBER 6, 2012

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in the State Election to vote at their respective voting places in said Town, namely:

PRECINCT A – Hillside School - Gymnasium
PRECINCT B – Hillside School - Gymnasium
PRECINCT C – Newman School – Gymnasium
PRECINCT D – Newman School - Gymnasium
PRECINCT E – Pollard Middle School – Room 226
PRECINCT F – Stephen Palmer Community Room
PRECINCT G – Broadmeadow School - Performance Ctr.
PRECINCT H – Broadmeadow School - Performance Ctr.
PRECINCT I – Wm. Mitchell School – Gymnasium
PRECINCT J – Wm. Mitchell School - Gymnasium

ON TUESDAY, THE SIXTH DAY OF NOVEMBER, 2012

From 7:00 A.M. to 8:00 P.M. for the following purposes:

To cast their votes in the State Election for the candidates for the following offices and questions:

ELECTORS OF PRESIDENT AND VICE PRESIDENT ..... For the Commonwealth
SENATOR IN CONGRESS ..... For the Commonwealth
REPRESENTATIVE IN CONGRESS ..... For Fourth (4th) Congressional District
COUNCILLOR ..... For Second (2nd) Councillor District
SENATOR IN GENERAL COURT (Precincts A,B,C,I,J) ... For Norfolk, Bristol, and Middlesex Senatorial District
SENATOR IN GENERAL COURT .(Precincts D,E,F,G,H) ..... For Norfolk and Suffolk Senatorial District
REPRESENTATIVE IN GENERAL COURT..... For Thirteenth (13th) Norfolk Representative District
CLERK OF COURTS ..... For Norfolk County
REGISTER OF DEEDS ..... For Norfolk District
COUNTY COMMISSIONERS ..... For Norfolk County

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION
Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 1, 2012?

SUMMARY

This proposed law would prohibit any motor vehicle manufacturer, starting with model year 2015, from selling or leasing, either directly or through a dealer, a new motor vehicle without allowing the owner to have access to the same diagnostic and repair information made available to the manufacturer's dealers and in-state authorized repair facilities.

The manufacturer would have to allow the owner, or the owner's designated in-state independent repair facility (one not affiliated with a manufacturer or its authorized dealers), to obtain diagnostic and repair information electronically, on an hourly, daily, monthly, or yearly subscription basis, for no more than fair market value and on terms that do not unfairly favor dealers and authorized repair facilities.

The manufacturer would have to provide access to the information through a non-proprietary vehicle interface, using a standard applied in federal emissions-control regulations. Such information would have to include the same content, and be in the same form and accessible in the same manner, as is provided to the manufacturer's dealers and authorized repair facilities.

For vehicles manufactured from 2002 through model year 2014, the proposed law would require a manufacturer of motor vehicles sold in Massachusetts to make available for purchase, by vehicle owners and in-state independent repair facilities, the same diagnostic and repair information that the manufacturer makes available through an electronic system to its dealers and in-state authorized repair facilities. Manufacturers would have to make such information available in the same form and manner, and to the same extent, as they do for dealers and authorized repair facilities. The information would be available for purchase on an hourly, daily, monthly, or yearly subscription basis, for no more than fair market value and on terms that do not unfairly favor dealers and authorized repair facilities.

For vehicles manufactured from 2002 through model year 2014, the proposed law would also require manufacturers to make available for purchase, by vehicle owners and in-state independent repair facilities, all diagnostic repair tools, incorporating the same diagnostic, repair and wireless capabilities as those available to dealers and authorized repair facilities. Such tools would have to be made available for no more than fair market value and on terms that do not unfairly favor dealers and authorized repair facilities.

r all years covered by the proposed law, the required diagnostic d repair information would not include the information necessary reset a vehicle immobilizer, an anti-theft device that prevents a hicle from being started unless the correct key code is present. ch information would have to be made available to dealers, repair cilities, and owners through a separate, secure data release system.

ne proposed law would not require a manufacturer to reveal a trade cret and would not interfere with any agreement made by a anufacturer, dealer, or authorized repair facility that is in force on e effective date of the proposed law. Starting January 1, 2013, the oposed law would prohibit any agreement that waives or limits a anufacturer's compliance with the proposed law.

ny violation of the proposed law would be treated as a violation of isting state consumer protection and unfair trade-practices laws.

YES VOTE would enact the proposed law requiring motor vehicle anufacturers to allow vehicle owners and independent repair cilities in Massachusetts to have access to the same vehicle agnostic and repair information made available to the anufacturers' Massachusetts dealers and authorized repair facilities.

NO VOTE would make no change in existing laws.

YES: _____
NO: _____

UESTION 2: LAW PROPOSED BY INITIATIVE PETITION
o you approve of a law summarized below, on which no vote was ken by the Senate or the House of Representatives on or before lay 1, 2012?

SUMMARY

This proposed law would allow a physician licensed in lassachusetts to prescribe medication, at a terminally ill patient's equest, to end that patient's life. To qualify, a patient would have to be n adult resident who (1) is medically determined to be mentally apable of making and communicating health care decisions; (2) has een diagnosed by attending and consulting physicians as having an ncurable, irreversible disease that will, within reasonable medical udgment, cause death within six months; and (3) voluntarily expresses wish to die and has made an informed decision. The proposed law tates that the patient would ingest the medicine in order to cause death n a humane and dignified manner.

he proposed law would require the patient, directly or through a erson familiar with the patient's manner of communicating, to orally ommunicate to a physician on two occasions, 15 days apart, the atient's request for the medication. At the time of the second request, he physician would have to offer the patient an opportunity to rescind he request. The patient would also have to sign a standard form, in the resence of two witnesses, one of whom is not a relative, a beneficiary f the patient's estate, or an owner, operator, or employee of a health are facility where the patient receives treatment or lives.

he proposed law would require the attending physician to: (1) letermine if the patient is qualified; (2) inform the patient of his or her nedical diagnosis and prognosis, the potential risks and probable result f ingesting the medication, and the feasible alternatives, including omfort care, hospice care and pain control; (3) refer the patient to a onsulting physician for a diagnosis and prognosis regarding the atient's disease, and confirmation in writing that the patient is capable, cting voluntarily, and making an informed decision; (4) refer the atient for psychiatric or psychological consultation if the physician elieves the patient may have a disorder causing impaired judgment; (5) recommend that the patient notify next of kin of the patient's ntention; (6) recommend that the patient have another person present when the patient ingests the medicine and to not take it in a public place; (7) inform the patient that he or she may rescind the request at any time; (8) write the prescription when the requirements of the law are met, including verifying that the patient is making an informed decision; and (9) arrange for the medicine to be dispensed directly to the patient, or the patient's agent, but not by mail or courier.

The proposed law would make it punishable by imprisonment and/or fines, for anyone to (1) coerce a patient to request medication, (2) forge a request, or (3) conceal a rescission of a request. The proposed law would not authorize ending a patient's life by lethal injection, active euthanasia, or mercy killing. The death certificate would list the underlying terminal disease as the cause of death.

Participation under the proposed law would be voluntary. An unwilling health care provider could prohibit or sanction another health care provider for participating while on the premises of, or while acting as an employee of or contractor for, the unwilling provider.

The proposed law states that no person would be civilly or criminally liable or subject to professional discipline for actions that comply with the law, including actions taken in good faith that substantially comply. It also states that it should not be interpreted to lower the applicable standard of care for any health care provider.

A person's decision to make or rescind a request could not be restricted by will or contract made on or after January 1, 2013, and could not be considered in issuing, or setting the rates for, insurance policies or annuities. Also, the proposed law would require the attending physician to report each case in which life-ending medication is dispensed to the state Department of Public Health. The Department would provide public access to statistical data compiled from the reports.

The proposed law states that if any of its parts was held invalid, the other parts would stay in effect.

A YES VOTE would enact the proposed law allowing a physician licensed in Massachusetts to prescribe medication, at the request of a terminally-ill patient meeting certain conditions, to end that person's life.

A NO VOTE would make no change in existing laws.

YES: _____
NO: _____

QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION
Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 1, 2012?

SUMMARY

This proposed law would eliminate state criminal and civil penalties for the medical use of marijuana by qualifying patients. To qualify, a patient must have been diagnosed with a debilitating medical condition, such as cancer, glaucoma, HIV-positive status or AIDS, hepatitis C, Crohn's disease, Parkinson's disease, ALS, or multiple sclerosis. The patient would also have to obtain a written certification, from a physician with whom the patient has a bona fide physician-patient relationship, that the patient has a specific debilitating medical condition and would likely obtain a net benefit from medical use of marijuana.

The proposed law would allow patients to possess up to a 60-day supply of marijuana for their personal medical use. The state Department of Public Health (DPH) would decide what amount would be a 60-day supply. A patient could designate a personal caregiver, at least 21 years old, who could assist with the patient's

nedical use of marijuana but would be prohibited from consuming hat marijuana. Patients and caregivers would have to register with DPH by submitting the physician's certification.

The proposed law would allow for non-profit medical marijuana reatment centers to grow, process and provide marijuana to patients or their caregivers. A treatment center would have to apply for a DPH egistration by (1) paying a fee to offset DPH's administrative costs; 2) identifying its location and one additional location, if any, where narijuana would be grown; and (3) submitting operating procedures, consistent with rules to be issued by DPH, including cultivation and torage of marijuana only in enclosed, locked facilities.

A treatment center's personnel would have to register with DPH before working or volunteering at the center, be at least 21 years old, and have no felony drug convictions. In 2013, there could be no more than 35 treatment centers, with at least one but not more than five centers in each county. In later years, DPH could modify the number of centers.

The proposed law would require DPH to issue a cultivation registration to a qualifying patient whose access to a treatment center is limited by financial hardship, physical inability to access reasonable transportation, or distance. This would allow the patient or caregiver to grow only enough plants, in a closed, locked facility, for a 60-day supply of marijuana for the patient's own use.

DPH could revoke any registration for a willful violation of the proposed law. Fraudulent use of a DPH registration could be punished by up to six months in a house of correction or a fine of up to $500, and fraudulent use of a registration for the sale, distribution, or trafficking of marijuana for non-medical use for profit could be punished by up to five years in state prison or by two and one-half years in a house of correction.

The proposed law would (1) not give immunity under federal law or obstruct federal enforcement of federal law; (2) not supersede Massachusetts laws prohibiting possession, cultivation, or sale of marijuana for nonmedical purposes; (3) not allow the operation of a motor vehicle, boat, or aircraft while under the influence of marijuana; (4) not require any health insurer or government entity to reimburse for the costs of the medical use of marijuana; (5) not require any health care professional to authorize the medical use of marijuana; (6) not require any accommodation of the medical use of marijuana in any workplace, school bus or grounds, youth center, or correctional facility; and (7) not require any accommodation of smoking marijuana in any public place.

The proposed law would take effect January 1, 2013, and states that if any of its part were declared invalid, the other parts would stay in effect.

A YES VOTE would enact the proposed law eliminating state criminal and civil penalties related to the medical use of marijuana, allowing patients meeting certain conditions to obtain marijuana produced and distributed by new state-regulated centers or, in specific hardship cases, to grow marijuana for their own use.

A NO VOTE would make no change in existing laws.

YES: _____
NO: _____

QUESTION 4 (Precincts A, B, C, I, J): NON BINDING QUESTION

Shall the state senator from this district be instructed to vote in favor of a resolution calling upon Congress to propose an amendment to the U. S. constitution affirming that (1) corporations are not entitled to the constitutional rights of human beings, and (2) both Congress and the states may place limits on political contributions and political spending?

YES: _____
NO: _____

QUESTION 4 (Precincts D, E, F, G, H): NON BINDING QUESTION

Shall the state senator from this district be instructed to vote in favor of a resolution calling upon Congress and the President to: (1) prevent cuts to Social Security, Medicare, Medicaid, and Veterans benefits, or to housing, food and unemployment assistance; (2) create and protect jobs by investing in manufacturing, schools, housing, renewable energy, transportation and other public services; (3) provide new revenues for these purposes and to reduce the long-term federal deficit by closing corporate tax loopholes, ending offshore tax havens, and raising taxes on incomes over $250,000; and (4) redirect military spending to these domestic needs by reducing the military budget, ending the war in Afghanistan and bringing U.S. troops home safely now?

YES: _____
NO: _____

QUESTION 5: NON BINDING QUESTION –

Shall the state representative from this district be instructed to vote in favor of a resolution calling upon Congress to propose an amendment to the U. S. constitution affirming that (1) corporations are not entitled to the constitutional rights of human beings, and (2) both Congress and the states may place limits on political contributions and political spending?

YES: _____
NO: _____

The Polls Wills Be Open From
7:00 A.M. to 8:00 P.M.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.
Given under our hands this 2nd day of October, A.D. 2008.

GERALD A. WASSERMAN, *Chairman*
DANIEL P. MATTHEWS
JOHN A. BULIAN
MAURICE P. HANDEL
MATTHEW D. BORRELLI
Selectmen of Needham

A true copy,
ATTEST _____ **2012**

Constable (month) (day)

Warrant must be posted by **October 30, 2012,** (at least *seven days prior* to the **November 6, 2012,** State Election).

WARRANT FOR THE
SPECIAL TOWN ELECTION
The Town of Needham
Commonwealth of Massachusetts
TUESDAY, November 6, 2012

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in the Special Town Election to vote at their respective voting places in said Town, namely:

PRECINCT A – Hillside School - Gymnasium
PRECINCT B – Hillside School - Gymnasium
PRECINCT C – Newman School – Gymnasium
PRECINCT D – Newman School - Gymnasium
PRECINCT E – Pollard Middle School – Inner Room
PRECINCT F – Stephen Palmer Community Room
PRECINCT G – Broadmeadow School - Performance Ctr.
PRECINCT H – Broadmeadow School - Performance Ctr.
PRECINCT I – Wm. Mitchell School – Gymnasium
PRECINCT J – Wm. Mitchell School - Gymnasium

ON TUESDAY, THE SIXTH DAY OF NOVEMBER, 2012

From 7:00 A.M. to 8:00 P.M. for the following purposes:

To cast their votes in the Special Town Election for the following ballot question:

Shall the licensing authority in the town of Needham be authorized to grant licenses for both the sale of all alcoholic beverages in packages not to be drunk on the premises and the sale of wine and malt beverages in packages not to be drunk on the premises?

The Polls Wills Be Open From 7:00 A.M. to 8:00 P.M.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said meeting.
Given under our hands this 2nd day of October, A.D. 2012.

GERALD A. WASSERMAN, *Chairman*
DANIEL P. MATTHEWS
JOHN A. BULIAN
MAURICE P. HANDEL
MATTHEW D. BORRELLI
Selectmen of Needham

A true copy,
ATTEST _____ **2012**
Constable (month) (day)

Warrant must be posted by **October 30, 2012,** (at least *seven days prior* to the **November 6, 2012**, State Election)

SPECIAL TOWN MEETING

WARRANT

TOWN OF NEEDHAM

MONDAY, DECEMBER 3, 2012

7:30 P. M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE **NEEDHAM**

Additional information on particular warrant articles will be made available form time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the Constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Town Hall:

MONDAY, THE THIRD DAY OF DECEMBER, 2012

at seven-thirty in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: APPROVE TAX INCREMENT FINANCING PLAN AND TIF AGREEMENT

To see if the Town will vote to:

1. Approve the Tax Increment Financing (TIF) Plan and TIF Agreement among TripAdvisor, Inc., Normandy Gap-V Development Needham, LLC and the Town of Needham for property at the New England Business Center consisting of a portion of the parcels shown on Needham Town Assessor's Plan No. 300 as parcels 15 and 16 with the street addresses 410 First Avenue and 66 B Street, respectively, comprising approximately 3.5 acres and specifically delineated as 'Site Area' on a Plan entitled "Exclusive Use Plan – Building #3," dated September 21, 2012 and prepared by Tetra Tech, including designation of a TIF Zone as described in the TIF Plan, pursuant to the provisions of section 59 of Chapter 40 of the Massachusetts General Laws, which TIF Plan and Agreement provide for real estate tax exemptions over a thirteen (13) year period at the exemption rate schedule set forth therein, subject to approval by the Economic Assistance Coordinating Council (EACC) of the Commonwealth of Massachusetts; the TIF Plan, TIF Agreement and associated plan are all on file at the office of the Town Clerk; and

2. Ratify the execution of the TIF Agreement by the Board of Selectmen, and any documents related thereto, and authorize the Board of Selectmen to take such other actions as are necessary or appropriate to implement those documents; and

3. Ratify the acceptance, approval and certification of the TripAdvisor Certified Project Application by the Board of Selectmen, and authorize the Board of Selectmen to apply to the EACC under the Economic Development Incentive Program for approval and designation of the Center 128 Economic Opportunity Area, TIF Zone, TIF Plan, and such certified project; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article would authorize the Town of Needham to enter into a tax increment financing (TIF) Agreement with the online travel company TripAdvisor, LLC, and a developer, Normandy Real Estate Partners, to attract TripAdvisor to locate its corporate headquarters to Needham, on First Avenue.

Town Clerk's Office
Needham, MA 02492

First Class Mail
U.S. Postage Paid
Needham, MA
Permit No. 58224

ATTN: SPECIAL TOWN MEETING WARRANT

WARRANT FOR THE ANNUAL TOWN ELECTION, TUESDAY, APRIL 9, 2013
TOWN OF NEEDHAM, COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss. To either of the constables in the Town of Needham in said County. Greetings:
In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	Hillside School – Cafeteria (4/9/13)	Precinct F-		Stephen Palmer Community Room
Precinct B	-	Hillside School – Cafeteria (4/9/13)	Precinct G-		Broadmeadow School - Performance Center
Precinct C	-	Newman School - Gymnasium	Precinct H-		Broadmeadow School - Performance Center
Precinct D	-	Newman School - Gymnasium	Precinct I-		William Mitchell School - Gymnasium
Precinct E	-	Pollard Middle School – Inner Space	Precinct J-		William Mitchell School - Gymnasium

on TUESDAY, THE NINTH DAY OF APRIL, 2013 From 7:00 A.M. to 8:00 P.M. to cast their votes in the Annual Town Election (Article 1) for the candidates for the following Town Offices: **Article 1:** One Moderator for One Year; One Selectmen for Three Years; One Town Clerk for Three Years; One Assessor for Three Years; Three Members of School Committee for Three Years; One Trustee of Memorial Park (trustee of soldiers' memorials - veteran) for Three Years; One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years; Two Trustees of Needham Public Library for Three Years; One Member of Board of Health for Three Years; One Member of Planning Board for Five Years; One Member for the Needham Housing Authority for Five Years; One Commissioner of Trust Funds for Three Years; One Commissioner of Trust Funds for One Year; Two Members of Park & Recreation Commission for Three Years; Eight Town Meeting Members from Precinct A for Three Years; Two Town Meeting Members from Precinct A for Two Years; Eight Town Meeting Members from Precinct B for Three Years; Eight Town Meeting Members from Precinct C for Three Years; One Town Meeting Member from Precinct C for One Year; Eight Town Meeting Members from Precinct D for Three Years; Eight Town Meeting Members from Precinct E for Three Years; Eight Town Meeting Members from Precinct F for Three Years; Eight Town Meeting Members from Precinct G for Three Years; Eight Town Meeting Members from Precinct H for Three Years; One Town Meeting Member from Precinct H for Two Years; Eight Town Meeting Members from Precinct I for Three Years; Eight Town Meeting Members from Precinct J for Three Years.

The Annual Town Meeting for the transaction of business shall commence on
Monday, May 6, 2013 at 7:30 P.M. at the James Hugh Powers Hall, Town Hall

and you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least seven days before the time of said meeting. Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour. Given under our hands at Needham aforesaid this 5th day of March 2013.

THE NEEDHAM BOARD OF SELECTMEN

TOWN OF NEEDHAM
MASSACHUSETTS 02492

BULK RATE
US POSTAL PERMIT
BOSTON, MA
Permit No. 58224

NEEDHAM RESIDENT

Annual Town Election
Tuesday, April 9, 2013
7:00 A.M. – 8:00 P.M.
Open to all registered Voters

WARRANT FOR THE
SPECIAL STATE PRIMARY
The Commonwealth of Massachusetts

TUESDAY, APRIL 30, 2013

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to vote at their respective voting places in said Town, namely:

PRECINCT A – Hillside School - Gymnasium
PRECINCT B – Hillside School - Gymnasium
PRECINCT C – Newman School – Gymnasium
PRECINCT D – Newman School - Gymnasium
PRECINCT E – Pollard Middle School – Inner Space
PRECINCT F – Stephen Palmer Community Room
PRECINCT G – Broadmeadow School - Gymnasium
PRECINCT H – Broadmeadow School - Gymnasium
PRECINCT I – Wm. Mitchell School – Gymnasium
PRECINCT J – Wm. Mitchell School - Gymnasium

ON TUESDAY, THE THIRTIETH OF APRIL, 2013

From 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Special State Primaries for the candidates of political parties for the following office:

SENATOR IN CONGRESS . . . . . FOR THE COMMONWEALTH

The Polls Will Be Open From 7:00 A.M. to 8:00 P.M.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said meeting.
Given under our hands this 19th day of March, A.D. 2013.

_____ **DANIEL P. MATTHEW,** Vice *Chairman*
_____ **JOHN A BULIAN,** *Clerk*
_____ **MAURICE P. HANDEL**
_____ **MATTHEW D. BORRELLI**
Selectmen of Needham

A true copy,
ATTEST _____ **2013**
Constable (month) (day)

(Warrant must be posted at least ***seven days prior*** to April 9, 2013)

TOWN OF NEEDHAM

MASSACHUSETTS

2013 Annual Town Meeting Warrant

Election: Tuesday, April 9, 2013

Business Meeting at 7:30 p.m. on Monday, May 6, 2013

At the James Hugh Powers Hall, Needham Town Hall

Additional information on particular warrant articles will be made available from time to time at **www.needhamma.gov/townmeeting** during the weeks leading up to the Annual Town Meeting.

2013 Annual Town Meeting Warrant
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Fellow Citizens:

The Finance Committee is pleased to present its 102nd Annual Report, along with the Budget for fiscal year 2014. As you are all aware, the consequences of the economic downturn of 2008 resulted in decreases in state and local aid in the following years, causing a reliance on one time Federal stimulus funds to close budgetary gaps. Improved revenue flows and a disciplined approach to budgeting enabled us to achieve a balanced budget last year despite the absence of these funds. While that continues to be the case again with this year's budget, the looming impact of the so-called Federal Sequester, and the seeming inability of our Nation's Legislators to achieve long term balanced solutions to our fiscal problems, is a cause for concern looking forward. At present it is not possible to make a reasonable assessment of the impact, if any, that this situation may have on our FY 2014 Budget. Accordingly, we have attempted to structure a Budget with the flexibility to adjust to the more probable scenarios that can currently be projected.

In preparation for the FY 2014 Budget recommendation, the Finance Committee participated in the Town Manager's departmental budget meetings in November, 2012, and conducted its own budget hearings from December 19, 2012 through January 30, 2013. Finance Committee liaisons met separately with the individual Town departments, including the School Department, to review each departmental budget request in detail. Using the information gathered through this process, and guided significantly by the Town Manager's proposed budget, the Committee structured a budget which we believe will maintain the high quality of services to the residents of Needham while also being sustainable over the longer term.

The Finance Committee would like to express its continuing appreciation to the Town Manager and the Town's Administrative team, as well a to the School Superintendent and the School Department, for their efforts to build sustainable programs that both address current needs and make the investment necessary to meet future needs. The Town is well served by the professionalism of our management team.

Revenue Summary

General Fund Revenue projections for Fiscal Year 2014 include increases for all of the principal sources of revenue: property taxes, state aid and local receipts. Free Cash, on the other hand, is significantly lower than last year, due both to the fact that last year's Free Cash was exceptionally high and to a timing issue causing the Department of Revenue to push the certification of certain funds from 2012 operations to the following year. As will be seen, this will have no impact on the Fiscal year 2014 Operating Budget, but will impact the timing of Cash Capital recommendations. Thus, at the time of this writing, the estimated total General Fund Revenue for Fiscal Year 2014 is projected to be $126,523,441, of which $126,203,659 is available for appropriation. This represents an increase of 1.6% over Fiscal 2013. The Finance Committee recommends that $123,630,694 be allocated to the Fiscal Year 2014 Operating Budget, an increase of 4.7%.

The largest source of revenue for Needham is property tax receipts. Our revenue projections assume an increase of 4%, or approximately $4 million. Roughly 2/3rd of the increase is due to allowable tax increases under Proposition 2 ½ , and the remaining 1/3rd is due to new growth which added to the tax base. Absent an adverse impact on the overall economy from the so-called Sequester, we are optimistic that the Town will see increasing revenue based on new growth for the foreseeable future, due to projects such as the contemplated relocation of TripAdvisor to the newly-named Needham Crossings site.

Total state aid, particularly the so-called Cherry Sheet aid, is determined as part of the state budget process. The Governor's submitted FY 2014 budget, which calls for significant adjustments to both the state's income and sales taxes, while providing for a material increase in state aid to Needham, is likely to experience major changes through the legislative process. This leads us to adopt a conservative approach to our projected increase in state aid. Consequently, the increase in our state aid is projected to be approximately $440 thousand for FY 2014, an increase of 4.4%.

Projections of local receipts are also based on conservative assumptions. Local receipts include revenue received by the Town for automobile, room and meal excise taxes as well as permitting fees and income from departmental activities and services. In total, they are a reflection of the local economic scene. Our revenue projections assume an increase of almost $540,000 in local receipts, an increase of 7% over the projected receipts for Fiscal Year 2013. This increase, much of which is based on anticipated increases in permitting fees, is not as dramatic as that number would suggest since the FY 2013 estimate had been decreased during the budget process.

Free Cash, which might more appropriately be referred to as unexpended cash, is derived from revenue exceeding projections, and/or expenditures being less that the amounts appropriated, for the prior year, in this case Fiscal Year 2012. The amount of Free Cash from FY 2012 that has been certified by the DOR for appropriation during FY 2013, is $2,153,808. As mentioned previously, this is dramatically less than last year's Free Cash amount of $5,366,720. While last year's amount reflected some extraordinary one-time receipts, this year's number has also been impacted by a timing issue relating to the receipt of funds from the MSBA in connection with the Newman School HVAC project and the Pollard School roof. These funds are not lost to the Town, but can not be used until certified by the DOR, which should happen after the new fiscal year has started.

As Town Meeting Members will recall, it is the practice of the Town to use only that portion of Free Cash that is probable to be recurring to support operating expenses. The balance is used for cash capital. The formula we use in determining the recurring portion of Free Cash for operations is the lesser of 2% of the adjusted departmental operating budget for the prior fiscal year or the actual turn back. Applying this formula to the certified Free Cash amount, $1,619,224, is available for the Fiscal Year 2014 operating budget. The balance, or $534,584, is available for cash capital or other one-time needs.

FY 2014 Operating Budget Recommendations

The total operating budget for FY 2014 is $123,630,136, which is 4.7% higher than the final FY 2013 operating budget allocation. This is the same percentage increase that the FY 2013 budget was over the FY 2012 budget. The three major elements of the FY 2014 budget had the following increases:

Town Wide expenses:	5.1%
Municipal Departments (excluding Education)	3.0%
Education	5.5%

The principal components of these budgetary elements are discussed below.

Town Wide Expenses

Within this category of expenses there are three segments which are primarily responsible for the increase over last year's amount. The expense for the Contributory Retirement System is up by approximately $423 thousand, or 8.5%, over FY 2013. The primary drivers of this increase were the mandatory adoption of an updated mortality table and lower than expected investment returns in 2011. The funded status of the System was 72.9 % on January1, 2012, down from 77.9% on January 1, 2011.

Debt Service is up by $885.7 thousand, or 7.9%, over FY 2013, reflecting an increase in excluded debt service for the Newman School HVAC project and an increase in the CPA supported debt service for the Town Hall project. FY 2014 is the peak debt service year for the latter project, as well as for the excluded debt service for the projects that have already been approved. The proposed FY2014 budget does not contain any funding for debt that may be authorized at the 2013 Annual Town Meeting or May 2013 Special Town Meeting.

The Reserve Fund has been increased by $64.2 thousand, or 4.9%, over FY13. In addition to the customary items which could require funding from the Reserve Fund, the Finance Committee deemed it prudent to provide for the possibility that the impact of the Federal Sequester program could adversely impact certain revenues which support some of the services that are provided to Needham residents. As of the writing of this report, the existence of the legally mandated federal budget cuts as a consequence of the Sequester is a fact. What is not known is the extent to which revenues upon which this budget is based will be impacted. It is likely that this may take several months to be clarified. Given that possibility, the Finance Committee believed that we should provide for a somewhat higher Reserve Fund, thereby providing the flexibility to deal with a range of possibilities that may develop under the Sequester.

Municipal Departments (excluding Schools)

In discussing the Departmental operating budgets, this report will group them by function.

General Government. This segment of the Budget deals with the several administrative Departments funded by the General Levy. Overall, the proposed budget for the General Government departments is essentially flat with the FY 2013 Budget. The Board of Selectmen/ Town Manager line item is lower due to the re-allocation of certain expenses from the Town Manager's budget to other budgets. The Town Clerk's budget is also reduced due to the fact that there will be fewer elections in FY 2014 than in FY 2013. In this latter regard, the Town's expenses for the special U.S. Senatorial primary and General Election, a FY 2013 event, will be reimbursed by the state and will not have to be covered out of the Reserve Fund. The Legal Department budget is increasing somewhat. The Town seeks to control its legal expenses by restricting who can initiate a request for legal services. That having been said, most of the variability in legal expense is occasioned by the need to respond to legal processes initiated by others. The Personnel Board budget is up somewhat, this being one of the departments to which expenses were transferred from the Town Manager's budget. The Finance Department budget, for both FY 2013 and FY 2014, reflects the costs of implementing a new accounting and financial software system. For part of both years, the Town will be operating parallel systems generating duplicative licensing fees. In addition, all of the overtime costs associated with the conversion to the new system are being borne by the Finance Department. Backing these costs out of both years, the Finance Department's budget is up by just under $51 thousand, due primarily to 2.3% increase in salary and wages.

Land Use and Development. This budget is up by 6.5%, largely in salary and wages, reflecting the Town's continuing commitment to ensuring that the Planning and Economic Development and Community Development Departments are appropriately staffed to insure the continued attractiveness of Needham to both residential and commercial occupants. The successful campaign to attract TripAdvisor to our community last fall is one example of the value of this proposition. Another contributing factor to the wage increase is that the funding from the state Wetlands fund that had provided support to the positions of Director of Conservation and Conservation Specialist were no longer available. Because the Community Preservation Commission indicated its willingness to support the position of Community Housing Specialist, an important position to insure compliance with state regulations and to coordinate our participation in the Metro West Housing Consortium, the Planning and Economic Development wage line is $35K less than it would otherwise have been.

Public Safety. Overall, this segment of the Budget is up by 4.5%. The Police Department budget is up by 2.9%. The components of this are: wages and salaries up 4.4%, primarily due to the implementation of new collective bargaining agreements, expenses being relatively flat, and operating capital down due to deferring the replacement of a vehicle. The Fire Department budget is up by 5.2%, again primarily due to the new collective bargaining agreements. The Fire Department has held the line on expenses for several years. It should reasonably be expected that this will have to be addressed in the FY 2015 Budget, in order to replace items that are reaching the end of their projected useful lives. The Building Department budget is up by 14.3%, primarily due to the addition of two new

positions to address permit processing and plan review functions, which will free up the inspectors to spend more time in the field. These additions are a reflection of the increased number of inspections in this Department, which are projected to continue increasing for years to come. Activity in this Department, measured by fees collected, was up 37% in FY 2011, 40.5% in FY 2012, with continued growth to date in FY 2013. Prompt and professional handling of the permit process is an important element in the Town's perception as a welcoming community for development.

Public Works. This segment of the Budget is virtually level with the FY 2013 Budget, as adjusted at the November 2012 Special Town Meeting. For the Department of Public Works itself, customary increases in both the salaries and wage, and expense line items are offset by a corresponding reduction in operating capital, which was achieved by repurposing previously approved capital appropriations to address capital projects planned for FY 2014. Increases in the expenses of the Municipal Parking Program attributable to the expanded public parking areas are offset by reductions in the Municipal Lighting program, reflecting energy cost reductions.

Public Facilities. This budget is increased by 3.0%. Virtually all of the increase is attributable to the salary and wages line item, reflecting contractually based increases plus the addition of one custodian to support the new Senior Center, projected to open in FY 2014. Expenses increased by only 1.1%, largely due to reductions in energy costs. A major contributor to this development is the conversion of the Newman School to natural gas heating.

Community Services. This segment of the Town's Budget, which is increasing by 5.3%, represents only 2.5% of the overall budget, but represents considerably more in terms of services provided to the Town. This is largely attributable to the fact that many of the services provided by these Departments are supported by grants, donations and volunteers. If, and to the extent that these sources of support should decline, whether due directly to the Sequester or to other attempts to address the Federal deficit, the Town will be faced with the choice of receiving a lower level of services in these areas, reallocating resources from other Departments or raising incremental revenues. The Health Department is a prime example of this issue. The direct budget for the Health Department is being increased by $27 thousand, or 5.5%, to cover, among other things, an increase the number of hours of mental health coverage received from Riverside Home Based Services. The total budget recommended for the Department of health is approximately $515 thousand. What is worth noting, however, is that for the last several years, this Department has received between $350-470 thousand in financial benefits from federal state and other local grants and donations. Thus, we receive substantially more in services than are paid for out of our General Levy. While there is no reason to believe that these funding sources will totally dry up overnight, there is every reason to believe that the level of support could well decline in the years to come. The Human Services budget, which covers the Council on Aging, Veterans Services and Youth Services, is up by 14.0%, driven largely by the need to fund the cost of van drivers for the COA, an expense previously covered by donations,

and by an increase in the demand for Veterans' Services. Much of these latter expenses is reimbursed to the Town, but in subsequent years. The increase in the Library Budget, 2.7%, is sufficient to insure continued certification by the Massachusetts State Board of Library Commissioners, and thereby continued eligibility for state aid. Reliance on outside aid to maintain service levels is not a sustainable longer term strategy. These departments are making efforts to move positions into the operating budget when appropriate. The Park and Recreation Budget is up by 2.3%, based on salary and wage increases. Expenses in this department have actually decreased slightly, despite the addition of playground maintenance to this budget.

Education. The total Education budget is $54,729,548, representing 44.3% of the Total Operating Budget. This budget element has two components. One component is the Town's assessment for the Minuteman Regional High School. The assessment for FY 2014 is $733,961, a reduction of 5.9% from FY 2013 due to lower enrollments by Needham students. The second component is the budget for the Needham Public Schools. This amount is $53,995,587, an increase of $2,882,906, or 5.64%, over the amount in the FY13 Budget.

This increase can be broken down as follows: $1,225,380, or 42.5% of the total increase, for projected contractual wage increases; $714,213, or 24.8% of the total increase, is for mandated non-salary student support services, primarily SPED related; $587,505, or 20.4% of the total increase, to maintain level services, an increase largely driven by increasing enrollments in the High School grades, a trend that is projected to continue for several years; and $355,808, or 12.3% of the total increase, for overall program improvements.

As we mentioned in last year's letter, the School Department has initiated a major reorganization of the management team having day-to-day responsibility for Special Education. While this reorganization is in its first year, and it is too early to draw any conclusions, it is expected to drive greater efficiencies and better control of costs for this major element of the School's overall budget. The Finance Committee will follow this initiative closely. The Finance Committee continues to be concerned at the drain that Transportation expenses create for the Schools. While the fee for students electing to ride the "yellow buses" is substantial, and it is planned to increase to $395 per student for FY 2014, this payment is significantly less than the actual cost of this service. The difference must be covered by the rest of the School budget, in effect a subsidy. The rising level of this subsidy, the increase for FY 2014 is $65,000, the equivalent of. 1.2 teaching positions, is a major challenge. The School Superintendent and the School Committee have taken a number of steps to slow the increase in costs in this area. We urge them to continue to do so going forward.

Cash Capital

As mentioned at the outset of this letter, the amount of Free Cash certified by the Department of Revenue for the Commonwealth of Massachusetts, at $2,153,808, is

significantly less than in prior years. This is due to a timing issue in connection with the recognition of reimbursements from the MSBA for two major projects. These monies are not lost to us, and will be recognized in future Free Cash certifications, hopefully in time for appropriation at the anticipated Special Town Meeting in November. The net effect of this for the FY 2014 Budget, however, is that the amount of Free Cash available for cash capital expenditures is only $534,584. As of the writing of this letter, the Finance Committee, in conjunction with the Town Manager and her staff, is exploring the possibility of accessing funds from the Overlay account to augment the cash capital available for appropriation at this year's Annual Town Meeting. Even assuming that this can be done, the funds available will still not be sufficient to address all of the Tier I cash capital items, let alone any of the Tier II priorities. Nonetheless, it is expected that the timing issue will be addressed in sufficient time to permit most, if not all, of the Tier II priorities to be addressed in the fall. Consequently, the Finance Committee is focusing on striking an appropriate balance for the sequencing of the proposed cash capital expenditures under this two-phase approach.

Closing Thoughts

The Finance Committee's recommended budget is designed to maintain the same level of services to residents, as well as maintain our infrastructure and address ongoing capital needs. We do not expect that the Sequester will have any significant impact in FY 2014 to the Town's high level of services. As mentioned earlier, however, certain important services that the Town enjoys are supported to a substantial degree by funds that we receive from external sources and over which we have no control. According to the Audited Financial Report for FY 12, dated February 7, 2013, Needham received $24.9 million in Operating Grants and Contributions during that fiscal year. While the overwhelming majority of this money related to education, approximately $1 million related to other areas, largely Public Health. Continued receipt of these funds will be a matter of national and state consideration in the months to come. During the budget review process, the Finance Committee has emphasized the need to develop a clearer understanding of the sources, levels and uses of such funds. While it is extremely unlikely that these funds will disappear entirely, it is not out of the question that they may be curtailed. If and to the extent that this does occur, we will be faced with serious questions in striking an appropriate balance between the services we receive and the revenues available to pay for those services. The data that we have and will continue to assemble will be an important part of that process. The disciplined approach and the prudent fiscal policies that the Town has followed over the years have left us in a strong financial condition and should provide us with solid footing as we move forward. Applying these principles to the issues presented should enable us to meet the challenges that could be posed in the coming months.

The Finance Committee would again like to recognize the hard work and dedication of the Town Manager, the Director of Finance, the Superintendent of Schools and the Director of Financial Operations for the Needham Public Schools. Our Committee benefited greatly

from their efforts and from the open and constructive approach that they took in addressing and resolving competing considerations. In addition, we would like to acknowledge all the citizens who dedicate their time and talents to serving our community through elected and appointed positions. Their thoughtful input as we reviewed the Departmental budgets was a critical part of our review process.

The Chair would also like to thank the members of the Finance Committee for their efforts in examining and prioritizing the budgetary requests, reviewing the Town's immediate and longer term needs, capital plans and investments. Our recommendations are the product of thoughtful and productive debates, with the long term interests of the Town always being the guiding principle. I am proud to present a fiscally sound budget that embodies that principle.

Respectfully submitted on behalf of the Finance Committee,

Richard Reilly
Chair

Committee Members:

Richard Lunetta, Vice Chair
John Connelly
Richard Creem
Gary McNeill
Louise Miller
Lisa Zappala
Richard Zimbone
Louise Mizgerd, Executive Secretary

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Summary of Revenue
FY2012 - FY2014
General Fund Only

	Actual FY2012	Current Budget FY2013	Preliminary FY2014
Local Estimated Receipts			
Local Excises and Other Tax Related Collections	$5,567,919	$4,670,000	$4,869,000
Departmental Activities	$3,631,268	$2,544,000	$2,949,450
Fines & Forfeits & Assessments	$178,909	$156,000	$160,000
Investment Income	$103,130	80,000	80,000
Miscellaneous Revenue	$159,796	135,000	135,000
Miscellaneous Non-recurring	$1,038,545	69,632	0
SUB-TOTAL	**$10,679,567**	**$7,654,632**	**$8,193,450**
Property Taxes & State Aid			
Real & Personal Property Tax Levy	$95,712,032	$100,442,271	$104,457,493
Cherry Sheet Revenue (State Aid)	$9,287,432	$10,059,745	$10,503,112
SUB-TOTAL	**$104,999,464**	**$110,502,016**	**$114,960,605**
Other Available Funds & Free Cash			
Undesignated Fund Balance (Free Cash)	$3,380,269	$5,366,720	$2,153,808
Overlay Surplus	$500,000	$500,000	$1,000,000
Reserved for Appropriation - Parking	$40,000	$40,000	$40,000
Reserved for Appropriation - C & D	$0	$0	$0
Transfer from other Articles	$163,192	$1,135,000	$53,070
Other Available Funds	$0	$28,018	$0
Reserved for Debt Exclusion Offset	$85,250	$56,328	$122,507
SUB-TOTAL	**$4,168,711**	**$7,126,066**	**$3,369,385**
Total General Fund Revenue	**$119,847,742**	**$125,282,714**	**$126,523,440**
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	$1,915,715	$2,158,539	$2,281,000
SUB-TOTAL	**$1,915,715**	**$2,158,539**	**$2,281,000**
Total Revenue Available for General Fund Uses	**$121,763,457**	**$127,441,253**	**$128,804,440**

Account Balances

Athletic Facility Improvement Fund	As of March 31, 2013	$283,096
Capital Facility Fund	As of March 31, 2013	$1,292,738
Capital Improvement Fund	As of March 31, 2013	$648,616
Free Cash	As of March 31, 2013	$2,153,808
Parking Meter Fund	As of March 31, 2013	$165,916
Sewer Enterprise Fund Retained Earnings	As of March 31, 2013	$1,951,436
Solid Waste Enterprise Fund Retained Earnings	As of March 31, 2013	$442,722
Stabilization Fund	As of March 31, 2013	$3,718,089
Water Enterprise Fund Retained Earnings	As of March 31, 2013	$2,740,398

Summary of Expenditures
FY2012 - FY2014
General Fund Only

	Actual Committed FY2012	Current Budget FY2013	Recommended FY2014
Town Wide Group	**$29,932,861**	**$33,310,831**	**$35,023,069**
Department Budgets			
Board of Selectmen/Town Manager	$794,641	$826,252	$794,348
Town Clerk/Board of Registrars	$297,575	$341,853	$321,912
Town Counsel	$344,762	$300,039	$305,790
Personnel Board	$11,230	$11,600	$15,600
Finance Department	$2,069,917	$2,431,985	$2,472,468
Finance Committee	$28,399	$31,364	$32,893
Planning Department	$249,320	$255,442	$269,399
Community Development	$117,607	$130,484	$141,757
Police Department	$5,027,335	$5,468,010	$5,624,023
Fire Department	$5,952,204	$6,503,732	$6,844,275
Building Inspector	$444,333	$489,559	$559,654
Minuteman Regional High School	$592,424	$780,038	$733,961
Needham Public Schools	$48,417,092	$51,112,681	$53,995,587
Department of Public Works	$4,484,930	$5,020,896	$5,021,902
Municipal Parking Program	$34,987	$55,000	$70,250
Municipal Street Lighting Program	$183,695	$233,000	$217,804
Department of Public Facilities	$7,539,925	$7,772,462	$8,003,190
Health Department	$453,939	$488,712	$515,549
Human Services	$561,612	$588,016	$670,348
Commission on Disabilities	$321	$550	$550
Historical Commission	$355	$1,050	$1,050
Library	$1,342,044	$1,382,743	$1,419,551
Park & Recreation	$543,933	$561,374	$574,456
Memorial Park	$750	$750	$750
Department Budget Total	**$79,493,330**	**$84,787,592**	**$88,607,067**
Total Budget	**$109,426,191**	**$118,098,423**	**$123,630,136**
Other Appropriations			
General Fund Cash Capital	$1,867,051	$3,786,633	$1,237,654
Other Financial Warrant Articles	$30,299	$47,699	$15,025
Transfers to Other Funds	$1,544,571	$2,318,428	$1,320,844
Total Other Appropriations	**$3,441,921**	**$6,152,760**	**$2,573,523**
Other Uses			
Other Amounts Required to be Provided	$74,054	$74,736	$74,735
State & County Assessments	$1,198,244	$1,238,429	$1,269,390
Provisions for Abatements & Exemptions	$2,135,466	$1,876,905	$1,256,656
Total Other Uses	**$3,407,764**	**$3,190,070**	**$2,600,781**
Total General Fund Expenses	**$116,275,876**	**$127,441,253**	**$128,804,440**

Town of Needham
General Fund
FY2014 Budget Recommendation - Submitted by the Finance Committee

Line	Description	FY2012 Expended	FTE	FY2013 Current Budget (03/15/2013)	FTE	FY2014 Finance Committee Recommendation	FTE	% Change from 13	FY2014 Amendments
Townwide Expenses									
1	Non-Contributory Retirement Payments	32,620		33,400		34,100			
2	Contributory Retirement System	4,621,072		4,997,421		5,420,454			
3	Group Health Insurance & Benefits	8,886,729		9,973,869		10,091,409			
4	Retiree Insurance & Insurance Liability Fund	4,406,275		4,523,887		4,727,462			
5	Unemployment Compensation	213,013		250,000		250,000			
6	Debt Service	10,867,982		11,223,182		12,108,851			
7	Workers Compensation	450,000		450,000		467,550			
8	Casualty Liability & Self Insurance Program	455,170		525,000		525,000			
9	Classification Performance & Settlements	Transfers Only		25,000		25,000			
10	Reserve Fund	Transfers Only		1,309,072		1,373,243			
	Total	**29,932,861**		**33,310,831**		**35,023,069**			
	Townwide Expense Total	**29,932,861**		**33,310,831**		**35,023,069**		**5.1%**	
Board of Selectmen & Town Manager									
11A	Salary & Wages	642,026	8.0	669,819	8.0	687,407	8.0		
11B	Expenses	152,615		156,433		106,941			
	Total	**794,641**		**826,252**		**794,348**			
Town Clerk & Board of Registrars									
12A	Salary & Wages	264,073	4.6	296,301	4.6	282,647	4.6		
12B	Expenses	33,502		45,552		39,265			
	Total	**297,575**		**341,853**		**321,912**			
Town Counsel									
13A	Salary & Wages	68,664	0.2	70,039	0.2	71,790	0.2		
13B	Expenses	276,098		230,000		234,000			
	Total	**344,762**		**300,039**		**305,790**			

Town of Needham
General Fund
FY2014 Budget Recommendation - Submitted by the Finance Committee

Line	Description	FY2012 Expended	FTE	FY2013 Current Budget (03/15/2013)	FTE	FY2014 Finance Committee Recommendation	FTE	% Change from 13	FY2014 Amendments
Personnel Board									
14A	Salary & Wages	230		600		600			
14B	Expenses	11,000		11,000		15,000			
	Total	**11,230**		**11,600**		**15,600**			
Finance Department									
15A	Salary & Wages	1,355,838	21.7	1,600,620	23.7	1,637,963	23.7		
15B	Expenses	676,784		793,865		797,005			
15C	Capital	37,295		37,500		37,500			
	Total	**2,069,917**		**2,431,985**		**2,472,468**			
Finance Committee									
16A	Salary & Wages	27,933	0.5	30,289	0.5	31,668	0.5		
16B	Expenses	466		1,075		1,225			
	Total	**28,399**		**31,364**		**32,893**			
	General Government Total	**3,546,524**	**35.0**	**3,943,093**	**37.0**	**3,943,011**	**37.0**	**0.0%**	
Planning									
17A	Salary & Wages	234,912	3.3	238,982	3.3	252,939	3.3		
17B	Expenses	14,408		16,460		16,460			
	Total	**249,320**		**255,442**		**269,399**			
Community Development									
18A	Salary & Wages	112,282	2.5	118,626	2.5	129,899	2.5		
18B	Expenses	5,325		11,858		11,858			
	Total	**117,607**		**130,484**		**141,757**			
19	Reserved	-		-					
	Land Use and Development Total	**366,927**	**5.8**	**385,926**	**5.8**	**411,156**	**5.8**	**6.5%**	

Town of Needham
General Fund
FY2014 Budget Recommendation - Submitted by the Finance Committee

Line	Description	FY2012 Expended	FTE	FY2013 Current Budget (03/15/2013)	FTE	FY2014 Finance Committee Recommendation	FTE	% Change from 13	FY2014 Amendments
Police Department									
20A	Salary & Wages	4,675,710	57.0	4,959,157	57.0	5,175,845	57.0		
20B	Expenses	227,755		280,835		292,426			
20C	Capital	123,870		228,018		155,752			
	Total	**5,027,335**		**5,468,010**		**5,624,023**			
Fire Department									
21A	Salary & Wages	5,713,389	72.0	6,249,767	72.0	6,581,793	72.0		
21B	Expenses	238,815		253,965		262,482			
21C	Capital	-		-					
	Total	**5,952,204**		**6,503,732**		**6,844,275**			
Building Inspector									
22A	Salary & Wages	422,424	7.3	460,619	7.0	528,614	8.6		
22B	Expenses	21,909		28,940		31,040			
	Total	**444,333**		**489,559**		**559,654**			
	Public Safety Total	**11,423,872**	**136.3**	**12,461,301**	**136.0**	**13,027,952**	**137.6**	**4.5%**	
Minuteman Assessment									
23	Asessment	592,424		780,038		733,961			
	TOTAL	**592,424**		**780,038**		**733,961**			
Needham Public Schools									
24	Needham Public School Budget	48,417,092	624.4	51,112,681	648.5	53,995,587	666.9		
	TOTAL	**48,417,092**		**51,112,681**		**53,995,587**			
	Public Schools Total	**49,009,516**	**624.4**	**51,892,719**	**648.5**	**54,729,548**	**666.9**	**5.5%**	

Town of Needham
General Fund
FY2014 Budget Recommendation - Submitted by the Finance Committee

Line	Description	FY2012 Expended	FTE	FY2013 Current Budget (03/15/2013)	FTE	FY2014 Finance Committee Recommendation	FTE	% Change from 13	FY2014 Amendments
Department of Public Works									
25A	Salary & Wages	2,947,733	49.0	3,109,481	49.0	3,207,178	49.0		
25B	Expenses	1,356,498		1,384,915		1,406,974			
25C	Capital	6,546		126,500		7,750			
25D	Snow and Ice	174,153		400,000		400,000			
	Total	**4,484,930**		**5,020,896**		**5,021,902**			
Municipal Parking Program									
26	Muncipal Parking Program	34,987		55,000		70,250			
	Total	**34,987**		**55,000**		**70,250**			
Municipal Lighting Program									
27	Muncipal Lighting Program	183,695		233,000		217,804			
	Total	**183,695**		**233,000**		**217,804**			
	Public Works Total	**4,703,612**	**49.0**	**5,308,896**	**49.0**	**5,309,956**	**49.0**	**0.0%**	
Department of Public Facilities									
28A	Salary & Wages	2,950,023	54.8	3,227,402	55.0	3,407,208	56.0		
28B	Expenses	4,446,820		4,545,060		4,595,982			
28C	Capital	143,082		-		-			
	Total	**7,539,925**		**7,772,462**		**8,003,190**			
	Public Facilities Total	**7,539,925**	**54.8**	**7,772,462**	**55.0**	**8,003,190**	**56.0**	**3.0%**	
Health Department									
29A	Salary & Wages	377,114	5.9	401,658	5.9	418,295	5.9		
29B	Expenses	76,825		87,054		97,254			
	Total	**453,939**		**488,712**		**515,549**			

Town of Needham
General Fund
FY2014 Budget Recommendation - Submitted by the Finance Committee

Line	Description	FY2012 Expended	FTE	FY2013 Current Budget (03/15/2013)	FTE	FY2014 Finance Committee Recommendation	FTE	% Change from 13	FY2014 Amendments
Human Services									
30A	Salary & Wages	488,738	7.8	510,811	7.8	555,478	7.8		
30B	Expenses	72,874		77,205		114,870			
	Total	**561,612**		**588,016**		**670,348**			
Commission on Disabilities									
31A	Salary & Wages	-		-					
31B	Expenses	321		550		550			
	Total	**321**		**550**		**550**			
Historical Commission									
32A	Salary & Wages	-		-					
32B	Expenses	355		1,050		1,050			
	Total	**355**		**1,050**		**1,050**			
Needham Public Library									
33A	Salary & Wages	1,050,563	23.6	1,071,967	23.6	1,103,803	23.6		
33B	Expenses	291,481		310,776		315,748			
	Total	**1,342,044**		**1,382,743**		**1,419,551**			
Park & Recreation Department									
34A	Salary & Wages	440,395	4.0	453,499	4.0	468,456	4.0		
34B	Expenses	103,538		107,875		106,000			
	Total	**543,933**		**561,374**		**574,456**			
Memorial Park									
35A	Salary & Wages	-		-					
35B	Expenses	750		750		750			
	Total	**750**		**750**		**750**			
	Community Services Total	**2,902,954**	**41.3**	**3,023,195**	**41.3**	**3,182,254**	**41.3**	**5.3%**	
	Department Budgets	**79,493,330**	**946.6**	**84,787,592**	**972.6**	**88,607,067**	**993.6**	**4.5%**	
	Total Operating Budget	**109,426,191**		**118,098,423**		**123,630,136**		**4.7%**	

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WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 9, 2013
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	Hillside School – Cafeteria
Precinct B	-	Hillside School – Cafeteria
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Pollard Middle School – Inner Space
Precinct F	-	Stephen Palmer Community Room
Precinct G	-	Broadmeadow School - Performance Center
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE NINTH DAY OF APRIL, 2013

from seven o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Moderator for One Year;
One Selectman for Three Years;
One Town Clerk for Three Years;
One Assessor for Three Years;
Three Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;
Two Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
One Commissioner of Trust Funds for One Year;
Two Members of Park and Recreation Commission for Three Years;
Eight Town Meeting Members from Precinct A for Three Years;
Two Town Meeting Members from Precinct A for Two years;

Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
One Town Meeting Member from Precinct C for One Year;
Eight Town Meeting Members from Precinct D for Three Years;
Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
One Town Meeting Member from Precinct H for Two Years;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

Warrant for the Annual Town Meeting

Monday, May 6, 2013 at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2013, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	$68,075
Town Clerk with 6 years of service in that position	$86,258 (1)
Selectmen, Chairman	$1,800
Selectman, Others	$1,500

(1) In addition, such compensation shall also include payment of longevity in the amount of $5,176, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed $45,014. The annual salary of $86,258 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $8,792. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $12,309; or take any other action relative thereto.

INSERTED BY: Personnel Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted
PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In accordance with M.G.L. Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits as close to that of other full-time employees as possible. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.

FINANCE ARTICLES

ARTICLE 4: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2013, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 99% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid on the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2013, the cumulative increase above the statutory limit was 95%.

ARTICLE 5: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $15,025 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of $25,000 (2008 dollars). The voluntary fund received $15,025 in fiscal year 2012.

ARTICLE 6: APPROPRIATE FOR FACILITY MASTER PLAN STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $150,000 for a facility master plan feasibility study, to be spent under the direction of the Permanent Public Building Committee/Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article will fund a feasibility study as a follow-up to the plan released in 2007. The DiNisco study included an action plan for years 2008 – 2012 and a tentative plan for years 2013 – 2022. Since the release of the plan, the Town has renovated and re-opened the High Rock School, renovated and re-opened the Town Hall, constructed and opened a new Public Services Administration Building, renovated and re-opened the Newman School, and begun construction on a new Senior Center. Funding for the relocation of the Salt Shed has been secured, and funding for DPW garage bay storage is proposed for funding under Article 42. A study of options for location of the School Administration staff and the suitability of the Emery Grover Facility are underway, as is an evaluation of Rosemary Pool. Condition Assessments of the Hillside, Mitchell, and Pollard School have been conducted and energy audits of 10 facilities were completed in 2011. A pre-feasibility study for the options for renovation or reconstruction of the Hillside and Mitchell Schools is complete, and the Town is in the process of preparing a Statement of Interest to submit to the Massachusetts School Building Authority for reconstruction of those schools. Evaluation and planning for existing municipal facilities, including Police and Fire Stations, Public Works Operations, RTS, Ridge Hill/Nike, and School buildings, as well as future possibilities such as a community center, is needed to update the Facility Master Plan for the next five year period and beyond.

ARTICLE 7: APPROPRIATE FOR WARNER FIELD RENOVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $25,000 for the renovation of Warner Field at DeFazio Park, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that the following be transferred: $5,410 from Article 65 of the May 2006 Annual Town Meeting, $16,659 from Article 7 of the May 2007 Special Town Meeting, and $2,931 from Article 8 of the May 2010 Special Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article would fund the renovation of areas in and around the infield and foul lines of the Warner Field at the DeFazio Complex. These areas have been aerated and seeded numerous times, but have failed to thrive due to the amount of weeds. The outfield at Warner Field was recently sodded, and this project will complete the renovation of the field. This project will also serve to protect the newly sodded area, as there will be less opportunity for weed seeds to migrate.

ARTICLE 8: APPROPRIATE FOR LED CONVERSION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $28,070 for LED Conversion, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that the following be transferred: $5,165 from Article 13 of the May 2004 Special Town Meeting, $15,367 from Article 32 of the May 2008 Annual Town Meeting, $5,559 from Article 32 of the May 2010 Annual Town Meeting, and $1,979 from Article 8 of the May 2010 Special Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town has undergone a concerted effort to convert its traffic signal bulbs from incandescent to LED. The Town has converted approximately 55% of the traffic signals to date, and has begun to realize energy savings – projected to be $28,070 in FY2014. This article would fund the upgrade of the remaining traffic signals.

ARTICLE 9: APPROPRIATE THE FY2014 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of $40,000, from Free Cash in the amount of $1,619,224, from the overlay surplus in the amount of $500,000, from amounts reserved for debt exclusion offsets in the amount of $122,507, and $711,000 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as Shown on Pages 13-17

ARTICLE 10: APPROPRIATE THE FY2014 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2014, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
RTS Enterprise
FY 2014

Line #	Description	FY 2012 Expended	FTE	FY 2013 Current Budget	FTE	FY 2014 Recommended	FTE	Town Meeting Amendments
101A	Salary & Wages	$ 635,630	9.0	$ 653,290	9.0	$ 666,915	9.0	
101B	Expenses	$ 1,029,974		$ 1,214,293		$ 1,221,816		
101C	Operating Capital	$ 37,620		$ 43,000		$ 60,000		
101D	Debt Service	$ 149,361		$ 150,000		$ 150,000		
102	Reserve Fund	Transfers Only		$ 25,000		$ 25,000		
TOTAL		**$ 1,852,585**	**9.0**	**$ 2,085,583**	**9.0**	**$ 2,123,731**	**9.0**	
FY2014 Budget Percentage Change from FY2013 Budget							1.8%	

and further to meet this appropriation that $801,458 be raised from the tax levy and transferred to the RTS Enterprise Fund, and $85,000 be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town's Recycling Center and Transfer Station (RTS) is one of the most utilized facilities within the Town - approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for many Town Departments along with the materials processing area and snow dump services for the Department of Public Works. In addition, the RTS maintains municipal agreements with various municipalities for wood waste processing services and material screening services. The RTS also provides a variety of other specialty recycling options for the Town such as books, clothing, and many other reusable items for residents to utilize as needed.

The operating budget for FY2014 is $38,148, or 1.8% more than the FY2013 budget. The change is attributable to a $13,625 increase in personnel related costs (2.1%), a $7,523 increase in non-personnel related costs (0.6%), a $17,000 change in operating capital (39.5%), and no change in the debt service and reserve fund lines for next year.

The change in the personnel expense line reflects the collective bargaining agreement for FY2014 with the DPW union. The increase in the expense line is attributable to increases in vehicular supplies and other purchase of services for rock crushing and material processing which was intended to be increased to two-thirds of its full operation this year. The increase was mitigated in part by reductions in transportation of municipal solid waste. The operating capital increase of $17,000 is for the purchase of an additional open top trailer. The extra trailer should provide less down time and allow more preventative maintenance to be performed on the existing equipment.

Debt service is level funded at $150,000 and supports the debt capacity requirements to continue the current RTS operations. The reserve fund is level dollar as well for FY 2014.

The RTS also reimburses the general fund for costs incurred and paid by the general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. This budget is funded through a combination of property tax revenue, user fees and retained earnings.

ARTICLE 11: APPROPRIATE THE FY2014 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2014, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
Sewer Enterprise
FY 2014

Line #	Description	FY 2012 Expended	FTE	FY 2013 Current Budget	FTE	FY 2014 Recommended	FTE	Town Meeting Amendments
201A	Salary & Wages	$ 837,531	12.0	$ 902,938	12.0	$ 931,141	12.0	
201B	Expenses	$ 292,361		$ 475,056		$ 369,945		
201C	Capital Outlay	$ 22,314		$ 25,000		$ 25,000		
201D	MWRA Assessment	$ 5,291,080		$ 5,440,127		$ 5,403,053		
201E	Debt Service	$ 1,301,699		$ 1,400,000		$ 1,500,000		
202	Reserve Fund	Transfers Only		$ 35,000		$ 35,000		
TOTAL		**$ 7,744,985**	**12.0**	**$ 8,278,121**	**12.0**	**$ 8,264,139**	**12.0**	
FY2014 Budget Percentage Change from FY2013 Budget							-0.2%	

and further to meet this appropriation that $468,936 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and $118,940 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 6,500 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment.

The operating budget for FY2014 shows an overall decrease of $13,982 or 0.2% under the FY2013 budget. The preliminary assessment for FY2014 is $37,074 less than the current appropriation. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor.

The personnel expense line shows an increase of $28,203 or 3.1%, which is inclusive of the collective bargaining agreement in effect for FY2014. There is no increase in the number of funded positions. The expense line is down $105,111 or 22.1%. Most of this decrease is related to the drains program where repairs and maintenance was reduced by $43,000 and energy costs were reduced by approximately $21,000. Part of the reduction in the sewer operating budget was done in anticipation of increasing the amount funded in the operating capital outlay line by $40,000 for drains related projects, but in consultation with the Finance Committee it was decided to fund the proposed program through a financial warrant article at a future Town Meeting. Therefore, the capital outlay line is level dollar at $25,000 for FY2014. This line is used to purchase equipment such as sewer pumps and small power equipment. The $100,000 increase in debt service is based on approved projects, and is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The annual debt service for Sewer is based on an average of $1.5 million per year. The reserve fund is level dollar for FY2014. The budget plan for FY2014 includes use of $118,940 from sewer retained earnings. The $468,936 from the tax levy is to pay for the drains related programs. This is a reduction of $24,456 from the current year funding for the drains program.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

ARTICLE 12: APPROPRIATE THE FY2014 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2014, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
Water Enterprise
FY 2014

Line #	Description	FY 2012 Expended	FTE	FY 2013 Current Budget	FTE	FY 2014 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	$ 863,102	16.0	$ 1,028,088	16.0	$ 1,048,593	16.0	
301B	Expenses	$ 936,221		$ 1,026,906		$ 1,047,350		
301C	Capital Outlay	$ 52,000		$ 20,000		$ 31,500		
301D	MWRA Assessment	$ 610,028		$ 965,737		$ 1,273,404		
301E	Debt Service	$ 1,540,937		$ 1,550,000		$ 1,550,000		
302	Reserve Fund	Transfers Only		$ 75,000		$ 75,000		
TOTAL		**$ 4,002,288**	**16.0**	**$ 4,665,731**	**16.0**	**$ 5,025,847**	**16.0**	
FY2014 Budget Percentage Change from FY2013 Budget							7.7%	

and further to meet this appropriation that $359,567 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day, and the Town is registered for approximately 4.0 million gallons of water per day. The Department of Environmental Protection (DEP) permit allows approximately 2.9 million gallons of water per day to be pumped. The Charles River Well Field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 135 miles of water mains, 1,166 public hydrants, 3,400 water gate valves, and 9,800 water service connections. This system supports approximately 14,100 installed meters.

The overall operating budget for FY2014 is $360,116 or 7.7% more than the FY2013 budget. This increase is primarily due to an increase in the MWRA assessment for the Town's water use. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2014 water assessment is based on CY2012 water use. The preliminary water assessment for FY2014 is $1,273,404 an increase of $307,667 or approximately 31.9% more than the FY2013 budget. The final assessment from the MWRA is not expected until the end of the State budget process. The increase reflected the higher use of MWRA water because the Town's main drinking water supply well remained off-line until late summer. The Town also relied on 100% MWRA water for approximately ten days in the late spring early summer as necessary repairs were done to the backwash tank.

The personnel expense line has increased by $20,505 a 2.0% change from the FY2013 budget. This budget is inclusive of the collective bargaining agreement for FY2014. As with the RTS and Sewer enterprise budgets, there is no increase in the number of funded positions. The Water Enterprise Fund expense line is $20,444 higher also 2.0 higher than the FY2013 budget. The growth in the expense line is attributable to an increase in professional and technical expenses of $11,600 and a $13,558 increase in vehicle supplies. A portion of those increases were offset by reductions in a number of other expenses. The operating capital has been increased by $11,500 to $31,500 for FY2014; a 57.5% increase. The additional funds are intended for small diameter water main work near Pershing Street and Hamilton Place. The balance of the operating capital expense line is for items that are typically needed to respond to an urgent situation such as a replacement of a water hydrant, larger water main and gate parts, or other low dollar time-sensitive repairs. Debt service is level funded at $1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. The water reserve fund is level dollar for FY2014.

The FY2014 budget plan includes the use of $359,567 in water retained earnings to mitigate increase in the MWRA assessment due to the well being off-line. The Town also regularly supplements it water needs due to irrigation water demand during the summer months. This water use is anticipated and is reflective in the irrigation rates.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

ARTICLE 13: CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2013:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2014 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	**$4,100**
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation program for COA	**$60,000**
Yard Waste Processing Program	DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	**$75,000**
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	**$3,000**
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to youth service and community	**$25,000**

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2014 Budget
			programs	
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	**$75,000**
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	**$25,000**
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and other District-wide transportation	**$819,000**

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information and Summary of M.G.L., Chapter 44, Section 53E ½: A revolving fund established under the provisions of M.G.L., Chapter 44, Section 53E ½ must be authorized annually by vote of the Town Meeting. The fund shall be credited only with the departmental receipts received in connection with the programs supported by such revolving fund, and expenditures may be made from the revolving fund without further appropriation, subject to the provisions of Section 53E ½. The Annual Town Meeting authorization for each revolving fund shall specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; and (4) a limit on the amount which may be expended from such fund in the ensuing year. In any fiscal year, the Board of Selectmen and the Finance Committee may approve an increase in the amount to be spent from the revolving fund, but in no event shall any agency, board, department or officer be authorized to expend in any one fiscal year more than one percent of the amount raised by the Town by taxation in the most recent fiscal year for which a tax rate has been certified pursuant to M.G.L., Chapter 59, Section 23.

ARTICLE 14: ESTABLISH REVOLVING FUND – FACILITY ACTIVITY USE

To see if the town will vote to authorize a revolving fund for the Public Facilities Department under MGL Chapter 44 Section 53E1/2, that may be spent by the Director of Facility Operations without further appropriation during fiscal year 2014 for the purposes of paying expenses related to community use of public facilities. The Facility Activity Use Fund is to be credited with fees for permits and associated details, and the Director of Facilities Operations may spend $250,000 in revolving fund monies; or take any other action thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to establish a new revolving fund for the fees and direct costs associated with permitted use of Town facilities. Non-Town organizations that receive permits to use municipal facilities pay a use fee as well as the direct costs associated with the event – such as custodial details. Fees are set by Town policy, and direct costs are based on actual wages. In the past, virtually all of the facilities used by non-Town groups were gymnasiums and auditoriums in School buildings. Permitting of after School use is handled by the Public Facilities Department, the fees paid by non-Town groups have been deposited into a School Department revolving fund, and costs associated with the permitted use are paid out of that fund. Increasingly, other buildings are being used by non-Town groups – such as Powers Hall, and likely the new Senior Center. This article would establish a new revolving fund, allowing for the transfer of the processing function from the School Department revolving fund to the new fund.

ARTICLE 15: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. At the time of the printing of the warrant, the FY2014 award amounts had not been released.

ZONING / LAND USE ARTICLES

ARTICLE 16: BETTERMENT STREET ACCEPTANCE – BOOTH STREET

To see if the Town will vote to accept the following street or portion thereof as laid out by the Board of Selectmen and according to a plan entitled "Acceptance Plan of Booth St. From 1964 Booth St. acceptance to Central Ave. – a distance of 619 ft. + in Needham, Mass." on file with the Town Clerk:

Booth Street – From the intersection of Central Avenue and Booth Street to the end of the 1964 Acceptance of Booth Street, including the taking or acceptance of easements as shown on said plan, under the provisions of law authorizing the assessment of betterments; or take any action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town received a petition to accept the private way section of Booth Street as a Public Way. The Town approved funding at the 2011 Annual Town Meeting under Article 41 to

reconstruct the private section of Booth Street from Central Avenue to #50 Booth Street under the laws authorizing the assessment of betterments. The street has been reconstructed and betterment assessment letters have been mailed to the owners of the private way section of Booth Street. This Article requests that Town Meeting accept the recently reconstructed street as a Public Way..

ARTICLE 17: EXTINGUISH SEWER EASEMENT – DALE STREET

To see if the Town will authorize the Board of Selectmen to abandon a sewer easement parallel to and on the west side of the section of Dale Street that intersects West Street in the Town of Needham, being more fully described in a grant to the Town recorded at the Norfolk Registry of Deeds in Book 4065, Page 241; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: A developer has requested that an existing sewer easement running parallel to Dale Street be abandoned. The existing sewer main within the easement has been removed and a new sewer main has been constructed within the Public right-of-way of Dale Street. The existing sewer easement running parallel to Dale Street is no longer needed by the Town.

ARTICLE 18: AMEND ZONING BY-LAW – INTERIM REGULATIONS FOR MEDICAL MARIJUANA USES

To see if the Town will vote to amend the Zoning By-Law, as follows:

(a) By adding a new Section 8, Interim Regulations for Medical Marijuana Uses, to read as follows:

"8 Interim Regulations for Medical Marijuana Uses

8.1 Purpose

This section is intended to provide restrictions that will allow the Town adequate time to consider whether to allow facilities associated with the medical use of marijuana, to the extent that such facilities are permitted under state laws and regulations, and, if so, where and under what conditions. Given that a law permitting the medical use of marijuana in the Commonwealth of Massachusetts shall be in effect beginning January 1, 2013, and that the Massachusetts Department of Public Health has yet to promulgate the regulations by which facilities that produce or dispense medical marijuana shall be registered and administered, a restriction on the establishment of such facilities in Needham shall provide the opportunity to study their potential impacts on adjacent uses and on general public health, safety and welfare, and to develop zoning and other applicable regulations that appropriately address these considerations consistent with statewide regulations and permitting procedures.

8.2 Definition

A Medical Marijuana Treatment Center shall mean any medical marijuana treatment center, as defined under state law as a Massachusetts not-for-profit entity that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers, which is properly licensed and registered by the Massachusetts Department of Public Health pursuant to all applicable state laws and regulations.

8.3 Exclusion of other Marijuana Uses

Any establishment that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers shall not be permitted if such establishment has not been properly registered and licensed in accordance with applicable state and local laws and regulations, or is not operated as a not-for-profit entity, or otherwise fails to meet the definition of a Medical Marijuana Treatment Center.

8.4 Exclusion of Accessory Uses

In no case shall the acquisition, cultivation, possession, processing, transference, transportation, sale, distribution, dispensing, or administration of marijuana, products containing or derived from marijuana, or related products be considered accessory to any use.

8.5 Interim Restriction

8.5.1 Medical Marijuana Treatment Centers shall not be permitted in any zoning district in Needham so long as this Section 8 is effective, as set forth in Section 8.6 below.

8.5.2 The cultivation, processing, sale, distribution and distribution of marijuana, products containing or derived from marijuana or related products shall not be permitted in any zoning district in Needham so long as this Section 8 is effective, as set forth in Section 8.6 below.

8.6 Expiration

This Section 8 shall be effective through March 1, 2014.

(b) Amend the Table of Contents to add Section 8, Interim Regulations for Medical Marijuana Uses.

Or take any action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken
PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: This article seeks to amend the Town's Zoning By-law to impose an interim moratorium on the location of medical marijuana facilities in the Town of Needham including but not limited to the operation of medical marijuana clinics and the cultivation of marijuana plants, until March 1, 2014. Given that the system for regulating medical marijuana at the State level is not yet clear, and the Town has not had the opportunity to study and discuss the land use implications of the new law, the

Board of Selectmen believes that it would be beneficial to establish an interim restriction on the establishment of such uses in the Town to provide the opportunity to develop a framework for regulating these uses under the Town's Zoning By-law. The proposed moratorium would provide adequate opportunity for the development of such zoning to be presented to the 2014 Annual Town Meeting, if warranted.

ARTICLE 19: AMEND ZONING BY-LAW – DIMENSIONAL REGULATIONS

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.1 Basic Requirements, Subsection 4.1.3, Reduction of Area and Frontage Requirements, by revising the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

"4.1.3 Reduction of Area, Frontage, and Setback Requirements

No lot shall be reduced in area or frontage if it already has or will be caused to have less area or frontage than required by this section, except by a taking by eminent domain or a conveyance for a public purpose. Such lots reduced in area or frontage by a taking by eminent domain or a conveyance for a public purpose shall be entitled to the protections afforded by statute and in this By-Law to pre-existing nonconforming lots. Further, if an existing structure is rendered nonconforming as to setback (or more non-conforming as to setback) by a taking by eminent domain or conveyance for a public way or access way or by the approval of a subdivision way for a third party, said structure shall be entitled to the protections afforded by statute and in this By-Law to pre-existing nonconforming structures. Notwithstanding the foregoing, the protections afforded by this section shall not apply to vacant lots existing prior to the effective date of this section which are less than 5,000 sq. ft. and/or with less than 50 feet of frontage."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Explanation: This provision clarifies that a lot reduced in area or frontage by public action is entitled to grandfathered protection. It further clarifies that similar public actions that reduce the setback of preexisting structures on the lot to public or private ways are similarly entitled to grandfathered protection. The protections afforded by this section do not apply to vacant lots existing prior to the effective date of this section which are less than 5,000 sq. ft. in area and/or which have less than 50 feet of frontage.

ARTICLE 20: AMEND ZONING BY-LAW – DEFINITIONS

To see if the Town will vote to amend the Needham Zoning By-Law, Section 1.3, Definitions, by revising the existing definition of the term "Half-Story or ½ Story", so that it shall now read as follows: (new language underlined):

"Half-Story or ½ Story – For all single-family detached dwellings and two-family detached dwellings located in all Districts, and apartment and multi-family dwelling units permitted by Special Permit in the Center Business District and located in the half-story directly above the second floor, that portion of a

building included between the upper surface of a floor and the lower surface of a sloping roof next above where the area contained therein has a finished ceiling height exceeding 5'-0". Dormers installed in a sloping roof directly above the second story of a structure shall be limited in size as follows: the total length of the front wall(s) of a dormer(s) shall not exceed 30% (thirty percent) of the eave length of the portion of the roof in which the dormer is built. There are no restrictions on dormers installed in a sloping roof directly above the first story of a structure. This definition shall apply to all single-family detached dwellings, two-family detached dwellings, and apartment and multi-family dwelling units permitted by Special Permit in the Center Business District and located in the half-story directly above the second floor. For all other buildings the definition is, that part of a building under a sloping roof where the full-length rafters rest on the top beam of the story below."

Or take any other action relative thereto.

INSERTED BY: PLANNING BOARD
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Explanation: This provision is a technical change designed to make explicit, as previously adopted by Town Meeting, what may be included in the top half-story of a 2 ½ story single or two-family dwelling, and applies to all districts where such uses are allowed by right or by special permit and the height limit is 2 ½ stories. The current rule adopted by Town Meeting in May of 1999 allows for the placement of dormers in the "½ story" of a 2 ½ story single or two-family dwelling subject to the following restrictions: (1) no more than 50% of the area contained in the ½ story could have a finished ceiling height exceeding 5 feet; and (2) the length of dormers installed in a sloping roof directly above the second story of a structure could not exceed 30% of the eve length of the portion of the roof in which the dormer is built. No change to this rule is proposed by this amendment. Rather the amendment clarifies the applicability of the provision to single-family detached dwellings and two-family detached dwellings located in all zoning districts as has been the practice since its adoption in 1999.

ARTICLE 21: AMEND ZONING BY-LAW – DIMENSIONAL CONTROLS FOR EXEMPT USES

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. In Section 4.7 Special Conditions, Subsection 4.7.4 Dimensional Controls for Exempt Uses, by deleting
   Section 4.7.4 in its entirety.

2. In Section 4.7 Special Conditions, Subsection 4.7.5 Change in Dimensional Regulations by Special Permit, by replacing "4.7.5" with "4.7.4" in the first sentence of the second paragraph.

3. In Section 4.7 Special Conditions by renumbering Subsection 4.7.5 Change in Dimensional Regulations by Special Permit as Subsection 4.7.4.

Or take any other action relative thereto.

INSERTED BY: PLANNING BOARD
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Explanation: This amendment is offered to ensure that the Town remains compliant with the provisions of the Dover Amendment. The Dover Amendment is a subsection of the state's Zoning Act contained within M.G.L. c. 40A, §3, and applies to land owned or leased by non-profit educational corporations, by the Commonwealth, or by religious institutions, and protects educational or religious uses by those organizations "from bylaws or ordinances that prohibit, regulate or restrict the use of land or structures..." Although this protection is often described as an 'exemption' from zoning regulations, such protected uses are still subject to "reasonable regulations concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements". In determining whether a regulation is reasonable under the Dover Amendment nondiscriminatory intent and effect as to the exempt organization must be demonstrated in the bylaw's application.

Currently, the Needham Zoning By-law imposes a minimum open space requirement of 50% on exempt religious and educational uses not otherwise applicable to non-exempt religious and educational uses thereby violating the nondiscriminatory intent and effect rule of the Dover Amendment. The proposed amendment creates parity between exempt and non-exempt uses by eliminating this additional open space requirement for exempt uses. Current dimensional requirements (front, side and rear yard setbacks, floor area ratio, and lot coverage) requirements for all buildings and structures devoted to public, semi-public and institutional uses remain in place and are applied equally to both exempt and nonexempt uses.

ARTICLE 22: AMEND ZONING BY-LAW/ DIMENSIONAL REGULATIONS FOR MIXED-USE 128 ZONING DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. In Section 4.9 Dimensional Regulations for Mixed-Use 128

Amend 4.9 Table

By adding to Front Setback and Side Setbacks notation to footnote (1)

By changing Maximum Lot Coverage from 60% to 65%

By changing Floor Area Ratio from 0.30 to 1.00

By changing Maximum Height from 54 feet to 70 feet

Amend Footnote (1)

By changing the first sentence to read: "All buildings shall be limited to a height of 70 feet, except that, buildings within 350 feet of a river shall be limited to a height of 54 feet."

By adding a new second sentence: "Notwithstanding the forgoing, the Planning Board may allow by special permit a maximum height of up to 84 feet except within 350 feet of a river. If the height of a building is increased above the height of 54 feet, the front setback shall be increased to 15 feet and the side setback to 20 feet."

Amend Footnote (2)

By changing first sentence to read: "Maximum lot coverage shall be 65% for all projects." [65% replaces 60%]

By changing second sentence to read: "However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet the maximum lot coverage may be increased to 75%." [75% replaces 70%]

Amend Footnote (4)

By adding the following sentence at the end of this footnote: "Notwithstanding the preceding sentence, open space shall include pervious surfaces used for ways, access streets, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas. (Pervious surfaces shall not preclude porous pavement, porous concrete, and/or other permeable pavers.)"

Amend Footnote (5)

By changing first sentence to read: "A floor area ratio of up to 1.75 may be allowed by a special permit from the Planning Board." [1.75 replaces 1.5]

By adding the following sentence at the end of the footnote: "Further, the Planning Board may allow a floor area ratio of up to 2.0, by special permit, where the applicant demonstrates, to the Board's satisfaction, that the proposed use will not generate peak hour trips in excess of 0.6 trips per 1,000 square feet of total development area."

2. In Section 4.9.2 Floor Area Ratio, Incentives

Amend Section 4.9.2

By changing the first sentence to read: "In the Mixed Use-128 District the maximum floor area ratio (FAR) permitted by right shall be 1.00." [1.00 replaces 0.3.]

3. Add New Section 4.9.3

The Planning Board may, by special permit, waive any or all dimensional requirements set forth above in this Section 4.9 (including sections 4.9.1 and 4.9.2), by relaxing each by up to a maximum percentage of 25% if it finds that, given the particular location and/or configuration of a project in relation to the surrounding neighborhood, such waivers are consistent with the public good, that to grant such waiver(s) does not substantially derogate from the intent and purposes of the By-Law or the Goals of the District Plan cited in Section 6.8.1(b) of these Zoning By-Laws, and that such waivers are consistent with the requirements of Section 6.8. This section does not authorize the Planning Board to waive the maximum height regulations. (By way of example, the 15' front yard setback could be waived to 11.25'; the 65% lot coverage could be waived to 81.25%; or the 40,000 sq. ft. minimum lot area could be waived to 30,000 sq. ft.)

[The words in brackets are not part of the change but are an explanation of the change.]

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Subsequent to Town Meeting adoption of zoning changes with respect to the New England Business Center (Needham Crossing), the Council of Economic Advisors ("CEA") held symposia on the Mixed Use-128 Zoning District to explore the effect of height, floor area ratio, minimum open space and other dimensional requirements on development in that District. As a result of its meetings with the public, affected businesses and other interested parties, the CEA made recommendations regarding dimensional changes to address the constraints and the lack of flexibility in the existing zoning. The CEA sought to bring the zoning of the Mixed Use-128 District in line with that adopted for the NEBC.

The amendments to the Section 4.9 Table would change in the Mixed Use-128 District, the maximum lot coverage to 65% (from 60%), the floor area ratio to 1.0 (from 0.3), and the as of right height to 70 feet (from 54'—although height was allowed to be 68' except within 350' of the river). Under the amendment, building height may be increased up to a maximum of 84 feet by special permit from the Planning Board *except within 350 feet of a river. The amendment also provides for the front setback to be increased (from 5' to 15') and side setback (from 10' to 15') if the height of the building is increased above 54'. The 54' height limitation within 350' of the river would be unchanged.*

Maximum lot coverage would increase from 60% to 65. The adjoining lot landscaping provision, which gives a bonus for combined open space, would be changed from the existing 70% to 75%, so that if a project is designed so that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaping of an adjoining project for at least a distance of 50', the maximum lot coverage could be increased to 75%.

The amendments also increase the floor area ratio by right to 1.00 (from 0.3) and by special permit to 1.75 (from 1.5) and the floor area ratio for low traffic generating uses to 2.0. Open space would also be defined to include pervious surfaces used for walkways, access streets, parking areas, ways, driveways, aisles, or other constructed approaches or service areas.

Because the CEA and Planning Board have concluded that the future development of the Mixed Use-128 District depends on Needham's ability to be responsive to the requirements of new or proposed uses, they have recommended a new section 4.9.3, as was added to the NEBC zoning amendments recently adopted. This amendment will impart greater flexibility into the Zoning By-Law by allowing the Planning Board to relax dimensional requirements up to a maximum of 25%, except height, by special permit after making specific findings as to the propriety of the waivers as to a particular project and location.

GENERAL ARTICLES / CITIZENS' PETITIONS / COMMITTEE ARTICLES

ARTICLE 23: AMEND GENERAL BY-LAW –MARIJUANA CONSUMPTION ON PUBLIC PROPERTY

To see if the Town will vote to amend its General By-Laws, Article 3, Police Powers, Authority and Regulations, by adding the following section;

"3.1.10. Use of Controlled Substances. No person shall smoke, ingest, or otherwise use or consume marijuana or tetrahydrocannibinol (as defined in G.L. c. 94C, 1, as amended) while in or upon any street,

sidewalk, public way, footway, passageway, stairs, bridge, park, playground, beach, recreation area, boat landing, public building, schoolhouse, school grounds, cemetery, parking lot, or any area owned by or under the control of the Town; or in or upon any bus or other passenger conveyance operated by a common carrier; or in any place accessible to the public."

And to amend Article 8, Section 8.2.2.4 Police Regulations, by adding the following sub-section:

"J. Use Of Controlled Substances (Section 3.10)

Fine Schedule:
$200 per offense"

and to renumber following subsections accordingly; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The public consumption of alcohol on Town property is currently regulated under Section 3.1.9 of the General By-laws of the Town of Needham. The purpose of this article is to similarly prohibit the public consumption of marijuana or tetrahydrocannibinol on Town property or in any place accessible to the public, and to allow the Town to impose a fine of $200 per offense for violation of the By-law provision.

ARTICLE 24: AMEND GENERAL BY-LAW –ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY

To see if the Town will vote to amend Article 8.2.2.4 (I) of the General By-laws by deleting the sum $50 and inserting in place thereof the sum $200; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to increase the fine for consumption of alcoholic beverages on public property to match the proposed fine for public consumption of marijuana.

ARTICLE 25: AMEND GENERAL BY-LAW – TYPE AND LENGTH OF CONTRACTS

To see if the Town will vote to amend Section 2.1.3 of the General By-laws by inserting at the end of the section the following:

"Lease by the Town of private land or buildings	10
Lease of land from a public agency or authority for recreational purposes	99"

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The General By-Laws authorize the Town to lease land to private entities for up to ten years, but are silent on lease by the Town of private land. This article would authorize the Town to lease private land, such as the portion of the Dedham Avenue parking lot not owned by the Town, for a period of up to ten years. Secondly, under Article 28, Town Meeting will consider authorizing the Board of Selectmen to lease the abandoned rail corridor in Needham for use as a recreational trail. This article would also enable the Town to lease that land for recreational purposes for up to 99 years.

ARTICLE 26: AMEND GENERAL BY-LAW – PRIVATE WAYS

To see if the Town will vote to amend Section 2.2.5.6.3 of the General By-laws by inserting a second paragraph, as follows: "Drainage shall not be included. Fifty one percent of the abutters to the private way must petition for the repairs to be made by the Town and agree to reimburse the Town for the cost of the repairs, if the repairs are expected to exceed $300. If the cost of repairs is not expected to exceed $300, no petition will be required and the abutters will not have to reimburse the Town. Betterment charges will not be assessed for such repairs. The Town shall not be liable for any damage to private property caused by such repairs. The private way need not have been open to public use prior to the repairs being made;" or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town of Needham adopted a Private Ways By-Law in 2008. In approving the amendment to the By-law, the Attorney General noted that the Town's By-Law did not include all of the provisions of M.G.L. c, 40, Section 6N, which is the statute that allows the Town to perform temporary repairs on private ways. The Attorney General suggested that the By-Law be amended to include five additional provisions relating to drainage, abutter petition, limit of liability, prior use of the private way, and cash deposit requirements.

ARTICLE 27: AMEND GENERAL BY-LAW – SIGN BY-LAW

To see if the Town will vote to amend the Needham General By-Law, Article 5, the Sign By-Law as follows:

1. Amend Section 5.2 **DEFINITIONS** as follows:
   a. By adding to e) the word "signs" after the words "on premises" so that it reads: "on-premises signs guiding and directing traffic and parking, not exceeding two square feet in area and bearing no advertising matter;"
   b. By adding to f) the words "regularly or recurrently" between the words "unless" and "located" so that it reads: "devices hand-carried or mounted on vehicles, unless regularly or recurrently located for fixed display;"
   c. By adding a new definition to the end of the section as follows: "Street Banner: A sign in the form of a banner spanning a public street, placed within the Town right-of-way, and/or in locations designated pursuant to Section 5.3.1.5 below."

2. Amend Section 5.3 **ADMINISTRATION** as follows:
   a. By adding to the first sentence of Section 5.3.1 **Design Review Board** the following: "Except for street banners governed, reviewed, and approved by the Board of Selectmen pursuant to Subsection 5.3.1.5, the" so that it reads in pertinent part: "Except for street banners governed, reviewed, and approved by the Board of Selectmen pursuant to Subsection 5.3.1.5, the review of all sign permit applications, and requests for special permits shall be performed by the Design Review Board (herein referred to as the "Board"), as further defined in Section 7.7 of the Needham Zoning By-Law."
   b. By adding a new Section 5.3.1.5 as follows: "**Board of Selectmen**. Street Banners which are placed within the Town right-of-way, spanning public streets and/or in locations authorized by the Board of Selectmen providing notice of a public entertainment or advertising a public, charitable, religious or educational event may be specifically approved by the Board of Selectmen and displayed in locations authorized by the Board of Selectmen for a time period not to exceed fourteen (14) consecutive days before the announced event. No commercial advertising shall be allowed to appear on the street banner. All street banners shall be removed within two business days following the end of the announced event or entertainment. Street Banners shall not be subject to the sign requirements of Subsections 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6, and 5.3.7, and Sections 5.4 and 5.5. The Board of Selectmen may promulgate such regulations regarding street banners as it deems appropriate."
   c. By adding to Section 5.3.2 **Issuance of Permits** the words ",at which the applicant shall appear," in the first sentence of the first paragraph between the words "Board" and "and a sign permit" so that the section reads in pertinent part: "No sign shall be erected, enlarged, redesigned, structurally altered, or used without the review of the Board, at which the applicant shall appear, and a sign permit issued by the Building Inspector, except for signs described in Sub-sections 5.5.1 (a), 5.5.1 (c), and 5.5.3.4."
   d. By adding to Section 5.3.2 the following sentences after the first sentence of the second paragraph: "If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this article, he shall within 35 days of filing instruct the applicant to file the application directly to the Design Review Board." Also by adding the following sentence as the last sentence in this paragraph: "If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application." This paragraph shall now read as follows:
   "Applicants shall file a permit application accompanied by a photograph of the facade to which the sign is to be attached, or the area of intended location if unattached, and two prints of scale drawings of the sign and supporting structure showing placement thereon; the applicant shall also file five copies of the permit application, including five copies of all application materials, with the Design Review Board. (See Section 7.7 Design Review, of the Zoning By-Law.) If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this article, he shall within 35 days of filing instruct the applicant to file the application directly to the Design Review Board. The Design Review Board shall review requests for sign permits submitted and shall, within thirty-five (35) days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the sign to the Building Inspector and the applicant. No sign permit shall be issued by the Building Inspector within this thirty-five (35) day period unless said recommendations are sooner received. If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application."

e. By deleting the last paragraph of Section 5.3.2 and replacing it with the following: "If the Building Inspector, upon requested review, finds that the proposed sign is not in conformance with this Article as aforesaid, he shall, within 35 days of the filing of the application notify the applicant in writing of the reasons why a sign permit cannot be granted as of right and give the applicant the option of revising the signage or applying for a special permit. The Building Inspector shall forward a copy of such notice to the Board."

f. By deleting the heading of Section 5.3.4 "**Variances**" and inserting instead "**Special Permits**."

g. By deleting from the first and second sentence of the first paragraph of Section 5.3.4 the words: "apply to the Building Inspector for a permit in accordance with the proceedings established by Sub-section 5.3.2 of this Article. Upon denial of the permit, the applicant shall" so that this section reads in pertinent part: "If an applicant wishes to obtain a permit for a sign that does not comply with this article, he shall apply to the Board for a Special Permit from the requirements of this article in accordance with the procedure established under Sub-section 5.3.3 of this Article."

3. Amend Section 5.4 **GENERAL REGULATIONS** as follows:

a. By deleting from Section 5.4.2.2 **Location** in subsection d) the first "is" in the first sentence and replacing it with "it"; by deleting "upon the issuance of a Special Permit, a"; and by deleting "may be used that does not materially obstruct any neighboring signs or businesses" and inserting instead after the word "perpendicular" the following: " , blade, or projecting sign (hereinafter "projecting sign") is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses. Projecting signs may not be internally illuminated. If the projecting sign is the only sign requested by an applicant seven (7) square feet are allowed by right. If the projecting sign is in addition to a sign on the façade, three (3) square feet is allowed by right. Projecting signs may have a maximum projection of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk." The section would then read:
"No sign shall extend above or beyond the end of the wall to which it is attached, nor overhang a street or sidewalk by more than the thickness (up to 12") of a flat wall sign: except one perpendicular, blade, or projecting sign (hereinafter "projecting sign") is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses. Projecting signs may not be internally illuminated. If the projecting sign is the only sign requested by an applicant seven (7) square feet are allowed by right. If the projecting sign is in addition to a sign on the façade, three (3) square feet is allowed by right. Projecting signs may have a maximum projection of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk."

b. By adding in Section 5.4.2.3 **Type** in subsection b) the word "banners" between the words "flags" and "spinners" so that the section reads: "Pennants, streamers, advertising flags, banners, spinners or similar devices shall not be permitted."

c. By adding a new subsection d) to Section 5.4.2.3 **Type** as follows: "Sandwich boards are also permitted provided they meet the following requirements: one sign per business; 2 feet by 3 feet maximum sign panel in a black colored frame; they are comprised of permanent printed sign panels or handwritten sign panels; they are located on the site of the advertised business' street front on private property, or if on public property, do not block or interfere with the 48" width of the public sidewalk; they are on display during the business' operating hours only; they may advertise short term sales, daily menus, sign-up periods up to three weeks ahead of end date, and similar special events; they are

not internally illuminated; and they do not contain any alcohol or cigarette advertisements."

4. Amend Section 5.5 **PERMITTED SIGNS** as follows:
   a. By adding to Subsection 5.5.3 **Business, Industrial and Industrial Park Zoning Districts** subsection 5.5.3.1 **Number** the words "and 5.4.2.2 d)" so that the section reads in pertinent part: "In addition to the signs allowed under Sub-section 5.5.1 and 5.4.2.2 d) the following are permitted:…"
   b. By deleting from Subsection 5.5.3.3 **Permanent Freestanding Signs** a) the last sentence, reading: "If a sign is oriented for visibility from Route 128 (I-95) and is to exceed 32 square feet, then it must be approved by the Board; and the Board shall approve the sign only if it finds that the sign complies with the design guidelines established in Sub-section 5.3.5 of this article."
   c. By adding to Subsection 5.5.3.4 **Temporary** at the beginning of the section the words: "Except as provided in Section 5.4.2.3 d), temporary" so that the section now reads: "Except as provided in Section 5.4.2.3 d), temporary signs, in addition to signs allowed under Sub-section 5.5.3.1, are permitted only if unlighted, inside of windows, occupying not more than 25% of the area of each window, and advertising sales, special events or changes in the nature of an operation, but shall not otherwise be used to advertise a continuing or regularly recurring business operation and shall be removed promptly when the information they display is out of date or no longer relevant. No permit is required."

Or take any action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: In addition to a few technical corrections, the amendments address various issues which have come up in recent years. The Town is currently studying the downtown streetscape and one of the amenities that has been sought is the allowance of street banners to announce Townwide events (such as the Street Fair, Harvest Fair, and New Year's Needham celebration). The amendment defines street banners, makes the Board of Selectmen the issuing Board, and specifies who might be entitled to the issuance of permits. It restricts locations to those approved by the Board of Selectmen and dictates the temporary nature of such banners. The Board of Selectmen is also authorized to promulgate regulations regarding street banners.

The amendment also allows applicants who think they may or know they need a special permit for the sign they are seeking to go directly to the Building Inspector and either seek his guidance and/or arrange for the notice necessary for the hearing on such permit applicants. Presently, special permit applicants are required to go the Design Review Board twice, even if they know they require a special permit. The amendment simplifies the procedure. It also makes clear that applicants must appear before the Design Review Board with their application.

In addition, the amendment allows blade or projecting signs as of right even if such sign is a second sign. The amendment makes clear the rules regarding such signs, including size, illumination, and height. Finally, the amendment allows for the use of sandwich signs, which would be regulated per the By-Law in relation to design, size, location, hours of use, nature of advertising and illumination.

ARTICLE 28: AUTHORIZE LEASE OF RAIL CORRIDOR

To if the Town will vote to authorize the Board of Selectmen to acquire by purchase or gift or otherwise the fee, easement, leasehold, license and/or other real property interests in (a) all or any portion of the land, premises, easements, rights-of-way in the abandoned railroad right-of-way from the Dover town line to the Newton city line and (b) abutting and underlying properties as necessary or desirable, in the discretion of the Selectmen for acquiring title to said railroad right-of-way, for laying out an improved multi-use rail trail and related facilities and improvements, and providing access to the rail trail area for construction, maintenance and repair purposes and for all other purposes for which rail trails are now or hereafter may be used in the Commonwealth, on such terms and conditions as the Selectmen may determine; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This Article authorizes the Selectmen to acquire the former railroad right-of-way to allow design and construction of a rail trail/pedestrian path between the Dover town line and the Newton city line. The property will be available for walking, running, road and mountain biking, wheelchairs and accessible cycling equipment, inline skating, scooters and tricycles, rolling backpacks, strollers, cross country skiing, and other forms recreation.

ARTICLE 29: RE-DETERMINE SEWER BETTERMENT RATE

To see if the Town will vote to re-determine the fixed uniform rate charged to abutters for the construction of sewers as authorized under the provisions of M.G.L. c. 83, section 15A, by increasing the rate to $30 per linear foot of lot frontage and $0.40 per square foot of accessible area within 100 feet of the street; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Section 27 of the Town Charter specifies that the amount of the cost of constructing new sewer systems paid by the Town shall be not less than one-fourth and not more than two-thirds of the entire cost. In 1925, Town Meeting voted that the Town would pay one third of the cost of its sewer system and the remaining two thirds would be paid by the abutting land owners. This article proposes to increase the rate charged to abutters for the construction of sewer mains last determined under Article 25 of the 1988 Annual Town Meeting. Current sewer construction costs are in the range of $210 per linear foot in average conditions which would result in a charge of $140 per foot to each abutting property. This charge, reduced to a fixed uniform rate, produces $30 per linear foot of lot frontage and $0.40 per square foot of accessible area within 100 feet of the street. Public construction of sewer lines has decreased significantly over the past thirty years. However, the rate should be kept current in the event that a petition for sewer construction by betterment is approved by the Town. The existing rate is $10 per linear foot of frontage and $0.15 per square foot within 100 feet.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 30: APPROPRIATE FOR COMMUNITY HOUSING SPECIALIST

To see if the Town will vote to raise and/or transfer and appropriate the sum of $70,000 to hire a community housing specialist, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Housing Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article would support the hiring of a part-time Community Housing Specialist. The request for $70,000 is intended to be spent over a two year period of time, for an average of $35,000 per year. Working under the supervision of the Director of Planning and Community Development, the Community Housing Specialist would provide technical and administrative support on issues related to affordable housing, including but not limited to the monitoring of local affordable housing units; provide technical support during the application process for new units under M.G.L Chapter 40B; initiate and pursue collaborative efforts among local, state, federal, and private agencies; serve as liaison to Needham Housing Authority, West Metro Home Consortium; and provide staff support to any Town committees charged with the support of affordable housing.

ARTICLE 31: APPROPRIATE FOR OPEN SPACE AND RECREATION PLAN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $25,000 to update the Town's Open Space and Recreation Plan, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Open Space and Recreation Plan is a planning process for municipalities to assess open spaces, recreation parks and facilities, water resources, trails, and critical plant and wildlife habitats. The document provides a stewardship plan, and assists the community with making plans relative to compatible development. The Commonwealth requires communities to have updated Open Space and Recreation master plans in order to be eligible for a variety of grant programs. The request for $25,000 will assist the Conservation Commission, Park and Recreation Commission, Board of Selectmen and Planning Board to create an updated plan with revised goals, objectives and priorities.

ARTICLE 32: APPROPRIATE FOR TRAIL DESIGN FOR RESERVOIR ADA TRAIL AND RIDGE HILL LOOP

To see if the Town will vote to raise and/or transfer and appropriate the sum of $85,000 for the design and permitting of a handicap accessible perimeter trail around the Needham Reservoir and for the connection

of a trail loop at Ridge Hill, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Representatives of the Conservation Commission, Park and Recreation Commission and Board of Selectmen meet regularly to provide guidance on the maintenance of trails and the pursuit of the goals and objectives contained in the Needham Trails Master Plan. Two recommended improvement projects are (1) the rebuilding of the trail that surrounds the Needham Reservoir, enabling it to become an all-person trail; and (2) the connection of a trail loop at Ridge Hill that will allow trail users to remain on Town property and avoid crossing onto private property. The funds requested are for the design of the two projects, and they have been combined into one request in order to increase the number of possible qualified designers with interest in pursuing the project. The design estimate for the Reservoir Trail is $65,000, and the design estimate for the Ridge Hill loop is $20,000, for a total request of $85,000. A decision will be made during the design process on whether to request construction funds individually or as a combined project.

ARTICLE 33: APPROPRIATE FOR NEWMAN FIELDS AND EASTMAN CONSERVATION AREA DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $248,000 for design for the athletic fields located at the Newman School and the adjacent Eastman Conservation area, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Preservation General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article would fund the design for renovation of the Newman School playing fields and the adjacent conservation area. The Eastman Conservation Area is used by the Needham Science Center for curriculum programs at many grade levels. The viewing areas and trails provide a learning opportunity for many environmental projects, and the rebuilding of the trails will provide an opportunity to connect to the newly created trails at the recently purchased Carol-Brewster properties and the adjacent Anna Volante conservation area. Linking newly created trails to existing trails is a goal of the Trails Master Plan. The athletic fields include two 60' diamonds and a multi-purpose field. The students at Newman and participants in youth sports programs cannot have consistent use of the fields as they are adjacent to wetlands and do not drain properly. The design tasks for both projects are connected and will require a complex permitting process. The combined design request is $248,000, with an estimate of $158,000 for the fields and $90,000 for the conservation area.

ARTICLE 34: APPROPRIATE FOR NEWMAN PRESCHOOL PLAYGROUND SURFACING

To see if the Town will vote to raise and/or transfer and appropriate the sum of $60,000 to replace the surfacing at the Preschool Playground located at the Newman School, to be spent under the direction of

the Town Manager, said sum to be transferred from the Community Preservation General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Massachusetts Architectural Access Board (MAAB) has requested that the Town replace the surfacing at the preschool playground located at the Newman School. Though the current wood fiber surfacing material is considered compliant under federal guidelines, the MAAB has asked for a different surface product at this site. Surfacing products must meet federal requirements for shock absorption, reducing the severity of injuries including life-threatening head injuries. The surface must also meet accessibility needs. The current wood fiber surface is the least expensive product to meet these different regulations, but requires more maintenance than other products. The request is for $60,000 to install a poured-in-place rubber surface during the summer of 2013.

ARTICLE 35: APPROPRIATE FOR MILLS FIELD PARK DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $40,000 for design for improvement projects at Mills Field, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article will fund improvements at Mills Field. The major cost of the project will be to create parking within the park, to relieve parking congestion on neighborhood roads. The concept is to build parallel parking within the park on Hampton Avenue, and remove the circular drive for additional spaces near the playground and basketball court. The turf in the 60' diamond would be removed and replaced with sod. The basketball court would be renovated, and picnic tables and grills would be replaced.

ARTICLE 36: APPROPRIATE FOR COMMUNITY FARM SOIL IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $8,200 for improvements to the soil at the Community Farm location at the Nike Site, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Needham Community Farm, Inc. is requesting funding to make improvements to the soil at its location at the Nike Site. The property is under the jurisdiction of the School Committee and the farm operates under a license from the School Committee, which has stated its support for this project. Compost from Needham's Recycling and Transfer Station would be one of the products used to improve the quality of the soil. Produce is made available through the Community Council, and

educational programs are held at the farm for students in Needham Public Schools, as well as other Needham residents.

ARTICLE 37: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to M.G.L. Chapter 44B from the estimated FY2014 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	$82,000

Reserves:

B. Community Preservation Fund Annual Reserve	$915,200
C. Community Housing Reserve	$240,900
D. Historic Resources Reserve	$0
E. Open Space Reserve	$240,900

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town Meeting and the voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the CPC and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve. The CPC also recommends an appropriation of approximately 5% for administrative and operating expenses.

CAPITAL ARTICLES

ARTICLE 38: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Public Safety Building Roof	2008 ATM	36	$535,000	$61,500
Rte 128 Water Main Relocation	2006 ATM	71	$3,000,000	$735,000
Total				$796,500

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

ARTICLE 39: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate $1,034,584 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that $500,000 be transferred from Overlay Surplus and $534,584 be transferred from Free Cash; or take any other action relative thereto:

General Fund	Description	Recommended	Amendment
General Government	Election Equipment	$0	
General Government	Network Hardware Servers & Switches	$0	
Public Facilities	Core Fleet	$0	
Public Facilities	Energy Efficiency Upgrade Improvements	$0	
Public Facilities	Facilities Maintenance Program	$ 432,169	
Public Facilities	Police/Fire Station Gas Tank Removal	$ 28,500	
Public Facilities	Pollard School Telephone System	$ 53,000	
Public Facilities	Portable Generator	$0	
Public Safety	Core Fleet (Building)	$0	
Public Safety	Core Fleet (Fire)	$0	
Public Safety	Heart Monitor/Defibrillator	$ 27,500	
Public Safety	Wireless Municipal Radio Master Box	$0	
Public Schools	Furniture & Equipment	$0	

General Fund	Description	Recommended	Amendment
Public Schools	High School Radio System	$ 37,275	
Public Schools	School Copier Replacement	$0	
Public Schools	Technology	$ 410,049	
Public Works	Core Fleet	$0	
Public Works	Two Way Radio Upgrade	$ 20,191	
Public Works	Small Specialty Equipment	$ 25,900	
Public Works	Snow & Ice Equipment	$0	
	Total Appropriation	$ 1,034,584	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Election Equipment *The purpose of replacing the Accuvote Electronic Voting System is to update and replace the Town's current voting system purchased in 1994. These machines and the black plastic ballot boxes that hold the machines are currently 19 years old and are beginning to require more and more frequent repairs. There are currently 11 Accuvote machines – one for each of the ten precincts plus one spare machine. Both the read heads and scanner cannot be upgraded due to the age of the equipment. The new Accuvote Voting Machines will have more features. The ballot boxes will be smaller making storage more convenient and accessibility at the polls will be easier. Absentee voters will no longer require special marking pens in order to vote thus making voting easier. Within the next few years, all the machines will be handicapped accessible. The new DS200 Voting Machine is the next generation Optical Scan voting equipment. This voting machine will have a paper ballot and the memory cards have been replaced with memory sticks. Approval of new equipment by the Elections Division of the Secretary of the Commonwealth is required, and has not yet been granted.*

Network Hardware Servers and Switches *The fiscal year 2014 funding request for network servers and switches will support the replacement of older servers, spam filter, virus firewall, and internet filtering, and also the replacement of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches are better able to take advantage of the Town's fiber and will increase the speed of data within the Town's fiber network. Older servers, both application and data, will be replaced with newer, faster, and more energy efficient servers and attached storage configured for virtualization of hardware and software. Not replacing or updating this equipment can affect Town wide access to email, financial applications, Internet, and data.*

Public Facilities Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicle scheduled to be replaced in FY2014 is a 2001 Ford F250 Pick-Up Truck with a cab that is primarily used by the Town's carpenter. The current vehicle has an odometer reading of over sixty thousand miles and is due for replacement as it is currently beyond its useful life.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
702	PFD	2001	Ford 250 Pick up With Cab	Same	65,780	$33,600

Energy Efficiency Upgrade Improvements *The Town conducted an engineering study for energy upgrades in 10 key buildings in the summer of 2011. The results of this study revealed that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within 10 years. FY2014 funding is planned for some of the more involved projects at the Eliot and Broadmeadow Schools, which will upgrade the already modern buildings and improve their energy usage. Some of these items include retro-commissioning the HVAC system at Broadmeadow, installing motion sensors for the lighting at Broadmeadow, installing timers on the roof top exhaust fans in both buildings, and converting the lighting to more energy efficient lighting in both buildings.*

Public Facilities Maintenance Program *This request funds annual maintenance of public buildings throughout the Town and School Department including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. FY2014 funding is planned for duct cleaning at the C & D Buildings of the High School, asbestos abatement at Hillside and Mitchell Schools, flooring replacement at the Eliot and Broadmeadow Schools, and xeriscaping at the High School. Flooding issues at the Hillside School will be addressed as will containment of fuel oil, accessible routes to and from the building, and water fountain replacement at the Pollard School. With the natural gas line installation on Brookline Street and the replacement of the Pollard boilers, the Department will convert the existing Mitchell School boilers to natural gas using remaining parts from the old Pollard boilers.*

Underground Storage Tank Removal *This funding will enable the Department of Public Facilities to remove the underground fuel storage tank behind the Police Station. Public safety vehicles will utilize the fueling station at the Department of Public Works. This request includes potential clean up should there be any contamination. The removal is required both because of the age of the facility and the need to redesign the boundary of the Police Station parking lot and the new parking lot on land acquired by the Town.*

Pollard Telephone System Replacement *This request will fund the upgrade of the telephone system at the Pollard Middle School to a more modern system. There are presently more telephone users at the Pollard than the current equipment can handle, and the manufacturer no longer supports the existing equipment. This system has required frequent repairs and has caused intermittent disruption of phone service to the building occupants. This request would include rewiring areas where appropriate and procuring and installing the new system.*

Portable Generator *It has been determined by emergency planning personnel that the new Senior Center will be an ideal location for use as a respite shelter for residents during power outages. This request will fund the purchase of a 100kW portable generator that can be temporarily installed at the Senior Center to ensure comfort and safety to those occupying the site. The Center has been designed to accommodate the use of an external, portable generator.*

Building Department Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. The FY2014 – 2018 Capital Plan included a recommendation for the replacement of Unit #456, a 2002 Ford Taurus Sedan, with a Ford*

Hybrid Escape. Since that time, the Department has experienced a reduction in the availability of Unit#454 due to the number of repairs. As a result, the Building Commissioner has evaluated the previous request, and proposes the elimination of the request for a Ford Escape, and the replacement of two Ford Taurus vehicles (units 456 and 454) with Ford Fusion vehicles. The MPG for the Fusion is a combined 28 MPG.

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
456	Building	2002	Ford Taurus	Ford Fusion	68,707	$22,521
454	Building	2005	Ford Taurus	Ford Fusion	48,714	$22,521

Fire Department Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. This request is to replace a 2004 Ford pick-up truck with a utility body. The truck functions primarily as a brush fire truck, but has many other uses. In the winter months, the modular brush unit and water tank is removed, and the truck is used to transport materials and emergency equipment. This vehicle is also used to tow fire department rescue boats, the hazardous materials trailer, the firefighting foam trailer, the mass decontamination trailer, and the Health Department Emergency Dispensing Trailer. Presently, this truck has over 29,000 miles of service on it, and at the time of replacement mileage is estimated to be approximately 35,000.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
C-6	Fire	2004	Pick-up with Utility Body	Same	27,531	$49,200

Heart Monitor/Defibrillator *This request is to replace a 12 Lead Cardiac Heart Monitor/Defibrillator with a new 15 Lead Cardiac Heart Monitor/ Defibrillator. The older of the two current units is 8 years old, and due to advancements in technology it will become obsolete in 2013. It is anticipated that replacement parts will no longer be available. The Department's second unit is approximately four (4) years old, and is scheduled for similar replacement in FY2016. These monitors/defibrillators are required by the State Office of Emergency Medical Services (OEMS), as a licensing component of the Town's Advanced Life Support (ALS) ambulance, and are essential to the provision of emergency services.*

Wireless Municipal Radio Master Fire Box System *The long-term plan is to eliminate the older style fire alarm master boxes and install wireless radio master box systems where needed. All pole mounted fire alarm boxes (222) would be permanently removed. Building master boxes (129) would be replaced with radio box transmitters. The 129 master boxes are privately owned, and property owners pay the Town an annual monitoring fee of $480. Privately owned buildings would not be required to change over to the new municipal system if they chose to use their own private alarm company. Of the $164,000 requested for this project, $52,000 would be for the head-end equipment to be located within the fire dispatch center. An additional $112,000 would be to purchase radio boxes for 28 Town buildings at approximately $4,000 each. This cost would be for the box and installation at each Town building. With this new system, the fire dispatch center will be capable of monitoring alarms, troubles, security/intrusion, and any other alarm or status that uses a contact closure. Wireless systems are more reliable in storm conditions when often times overhead lines are out of service. Once the wireless system is complete, the Fire Department will evaluate the continued need for staffing and equipment in the Fire Alarm Division.*

School Furniture, Musical Instruments, Fitness Equipment and Graphic Arts Equipment
Musical Equipment The purpose of this program is to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department's string instruments are no longer usable or repairable. The older pianos, while still usable, are costly to repair and maintain. The Department is in the ninth year of the replacement cycle, and continues to see major improvement in the quality of musical instruments available for student use. Funding in the final year of the replacement cycle (FY2014) would replace the grand piano in the Newman School Auditorium. The Department intends to change the replacement program to an expansion program due to population growth in fiscal years 2015 – 2018 and beyond.

School Furniture This purpose of this program is to continue the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. By FY2015, all furniture in poor condition will have been replaced at these schools. Unless circumstances dictate otherwise, the FY2014 funding is planned for the Newman School.

Fitness Equipment The Needham High School renovation project budget included a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward. The manufacturer's estimated life cycle is five (5) years for treadmills, six (6) years for cross trainers, eight (8) years for recumbent and upright bicycles, 23 years for rowing machines, and 25 years for circuit training equipment. The Department's request is based on a longer replacement cycle of: five to seven (5 – 7) for treadmills, nine (9) years for cross trainers, eight (8) years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. Unless circumstances dictate otherwise, the FY2014 funding is planned for three spinning bikes and one treadmill.

High School Graphics Production Room This program continues the equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program provides convenient and cost effective service, and also provides hands-on educational training in the field of professional graphics and printing production for students. Unless circumstances dictate otherwise, the FY2014 funding is intended for purchase of a vinyl cutter – heavy duty, a thermal transfer press, a flash dryer, and a paper jogging machine.

Needham High School Radio System *This funding will support the purchase and installation of a radio repeater, antenna and 25 portable radios at Needham High School, for the purpose of implementing a unified and reliable administrative radio system for communicating during lockdowns and emergencies. Currently, a limited number of two-way radios are in use. However, the existing equipment is aged and does not possess the power or range necessary for building-wide communication. The funding will increase the number of functioning radios so that all personnel can communicate in an emergency. The purchase includes: a radio repeater, programming for the repeater, UHF antenna system, two and four-way portable radios, spare batteries, set up, programming and tuning, FCC licensing & frequency coordination.*

School Copier Replacement *Photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 44 copiers and 4 RISO duplicating machines. Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the*

manufacturer's total estimated capacity. Copiers that are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity. The requested funding will support the replacement of eight (8) copiers/RISO machines.

School Technology

Interactive Whiteboard Technology This program funds the purchase and installation of whiteboard technology in the Needham schools. Unless circumstances dictate otherwise, the FY2014 funding is planned for Broadmeadow, Mitchell and Pollard. The overall number of whiteboards to be installed at Pollard and Broadmeadow has increased due to the reallocation of rooms and the use of the modular classrooms at the Pollard School.

School Department NPS 1:1 Initiative This program continues the initiative to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High School. The FY2014 funding is planned for the expansion of the program to all grade eight students during the 2013 – 2014 school year, and preparation for expansion to students in the seventh grade and current students attending the High School in the following year. The FY2014 request will support the installation of additional wireless access points at Pollard and Needham High School and the purchase of tablet devices for the remaining Pollard Grade Eight teachers as well as High School teachers and Pollard Grade Seven teachers preparing for the implementation.

Technology Innovation In years past, the School Technology Request has been organized as funding for computer replacements, interactive whiteboards, and, most recently, inclusion of the NPS 1:1 Initiative. The funds received are earmarked for the replacement cycle, as guided by the constraints of the technology plan. This framework does not allow School staff to evaluate and experiment with emerging technologies to foster student learning and achievement in the District. The requested funding will support experimentation on a small scale, which will be useful for assessment and for building staff capacity. The FY2014 funding is for the purchase of eReaders, such as Kindles and Nooks, for use in School libraries, and for the purchase of IPads for experimentation at the elementary school level.

Technology Replacement The FY2014 school technology funding request includes the replacement of 313 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle. A total of 124 of these computers are for teachers and administrators throughout the District. Another 163 are lab and classroom computers at Eliot, Hillside, Newman, Pollard and the High School. The majority of the computers being purchased will be deployed at the High School. FY2014 represents the second year of the anticipated five-year timeframe to replace the High School computers. The request also includes the replacement of four school-based servers, the High School Foreign Language lab server and five district data servers that are housed at the ETC. These servers have been running 24/7 for three and four years and will be repurposed to less critical functions for two and three years respectively. This category also includes the replacement of eight UPS batteries that support critical servers throughout the District. Other requested items are the replacement of 47 printers across the District, and funding to analyze the impact of the recent operating system conversion to Apple's new operating system, Lion, on the hundreds of software packages owned by the District.

DPW Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2014 include:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
65	Parks & Forestry	2008	4WD F350 Pick-up Truck	Same	41,393	$51,900
66	Highway	2007	One Ton Dump Truck	Same	46,749	$78,300
6	Highway	2000	Six Wheel Dump Truck	Same	39,895	$178,400
72	Parks & Forestry	2007	One Ton Dump Truck	Same	42,106	$78,400

Two-Way Radio Upgrade *Effective January 2013, the Federal Communications Commission has mandated that all existing licensees must convert their wideband (25kHz systems) radio systems to narrowband (12.5kHz). The majority of the two-way radios installed in DPW vehicles have been converted to radios that are capable of functioning on narrowband. This proposal would provide for the purchase of ten two-way radios to be installed in vehicles that have radios that do not presently comply with the narrowband requirement and are not up for replacement. An additional six radios will be purchased to provide the DPW Garage with replacement narrowband compliant two-way radios should any of the existing radios fail. Twelve portable radios and chargers will be purchased to be used during snow and emergency events. Additionally, base radios for the first floor of the PSAB and portable radios for Public Facilities and Building Department Staff are included in this request.*

Small Specialty Equipment *This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Department's maintenance programs. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2014 includes:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
186	Parks & Forestry	1963	Leaf Collector	Same	N/A	$25,900
303	Parks & Forestry	1985	Tractor	Same	2,749	$74,900
356	Parks & Forestry	1985	Aerator	Same	N/A	$30,000

Snow and Ice Equipment *This request will provide funding for equipment used primarily in the Snow and Ice Program. Unless circumstances require otherwise, the vehicles and equipment proposed for replacement in FY2014 are as follows:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
6A	Highway	2000	Material Spreader	Same	N/A	$32,200
116	Highway	1998	Sidewalk Tractor (Track)	Same	3,609	$169,300
66A	Highway	2006	Material Spreader	Same	N/A	$8,800

ARTICLE 40: APPROPRIATE FOR POLLARD BOILER REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $800,000 for the Pollard School boiler replacement and the removal of the existing fuel tank, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This request will fund the replacement of the two (2) boilers in the front boiler room of the Pollard Middle School with three (3) high efficiency condensing boilers. Currently, the building is designed to operate with two (2) boiler rooms with two (2) boilers in each of those rooms. These boiler rooms are presently oversized, and there have been logistical problems with running the boilers in both of these rooms simultaneously. An inability to successfully run boilers in both rooms simultaneously does not allow for sufficient redundancy should any failure in one of these boilers occur. Upgrading the front boiler room with three (3) high efficiency boilers and mothballing the boilers in the back boiler room will allow the front boiler room to carry the heating load of the entire building without any of the problems currently being experienced. The current boilers are over twenty (20) years old, and are becoming problematic. The new boilers will be designed for natural gas and will increase the energy efficiency of the heating systems at the Pollard School. This project should be eligible for NStar energy efficiency rebates to offset the cost of buying a more efficient model. The project also includes funding for the removal of the current oil tank at the Pollard School. The elimination of underground fuel storage reduces the Town's liability in case of leakage or tank failure.

ARTICLE 41: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $600,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Street Resurfacing *The purpose of this program is to improve the structural and surface integrity of the Town's miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work, such as asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings and signs.*

Traffic Signal & Intersection Improvements *This program funds traffic signal and intersection improvements, and new traffic signal installations. Unless circumstances dictate otherwise, FY2014 funding is proposed for Forest Street at Central Avenue.*

Combined Sidewalk Program *This Program funding addresses the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards.*

Storm Drain Capacity Improvements *This program provides funding to improve roadway drainage capacity. The Town has identified and prioritized a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. These measures include installation of additional storm drains, and storm drain replacement, extension, and capacity increases.*

Brooks and Culvert Repair and Maintenance *This repair and maintenance program was developed to address flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms. Proposed work includes cleaning and debris removal and restoration of retaining walls. Unless circumstances require otherwise, FY2014 funding will be directed to continued wall repair along Rosemary Brook.*

ARTICLE 42: APPROPRIATE FOR DPW COMPLEX RENOVATIONS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,100,000 for construction of garage bays and associated site improvements at the DPW Complex, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The recently completed Public Services Administration Building was occupied by the DPW in November 2011, eliminating the space problems and air quality issues experienced on the second floor of the current DPW Operations Building. However, deficiencies continue to exist throughout the 470 Dedham Avenue building internally and the DPW site externally. Ultimately the expansion and renovation of the DPW Operations Building and site, referred to as DPW Phase II, will be required to address both storage space for equipment and storm water quality issues. In FY 2013, Town Meeting appropriated $40,000 for a feasibility study of the proposed DPW storage garage. The work proposed for FY2014 is the construction of six garage bays. The work addresses part of the storage space

needs for DPW equipment and will provide for enclosed vehicle coverage. The project is proposed for funding through tax levy supported debt ($400,000) and Water and Sewer Enterprise Funds ($700,000).

ARTICLE 43: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $218,100 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and that $110,000 be transferred from Article 51 of the 2009 Annual Town Meeting and that $108,100 be transferred from RTS Enterprise Fund retained earnings; or take any other action relative thereto:

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Large Specialty Equipment *Public Works specialty equipment consists of power-assisted equipment or other specialized tools used by the Department in the performance of its work. The vehicle scheduled to be replaced in FY2014 is a truck with a tilt frame that loads and unloads roll-off containers. The roll-off is used to move the trash and recycling materials around the RTS yard. Article 51 of the 2009 Annual Town Meeting was originally intended for the purchase of a material screener. The DPW has opted not to purchase this equipment as it has identified a less expensive method for processing this material.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
42	RTS	1999	Roll-Off	Same	N/A	$218,100

ARTICLE 44: APPROPRIATE FOR RTS CONSTRUCTION EQUIPMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $324,400 for RTS Construction Equipment, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The construction equipment proposal is for the replacement of the waste handler. The waste handler is a track style machine used to grind and compact trash in the tipping floor building. This provides compacted materials for hauling.

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
105	RTS	1998	Waste Handler	Same	N/A	$324,400

ARTICLE 45: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $647,900 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Sewer	Core Fleet	$ 47,900	
Sewer	Infiltration & Inflow Program	$ 600,000	
	Total Appropriation	$ 647,900	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicle scheduled to be replaced in FY2014 is:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
94	Sewer	2008	4WD F250 with Utility Body	Same	75,314	$47,900

Sewer System Rehabilitation Infiltration and Inflow Removal Programs *This request is for the second phase of the study of Infiltration and Inflow (I/I) in the existing sewer system. The Town of Needham, along with numerous other communities, is under Administrative Orders from the DEP to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Infiltration is defined as groundwater or storm water runoff that enters the system thru deteriorated pipe or manhole structures that by definition need to be repaired. Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. The on-going infiltration study will identify the areas of the collection system that are contributing high volumes of I/I into the system. On the basis of volumes of flow and knowledge of local sewer system overflows (SSO) or basement flooding, a new order of priority will be established to determine the scheduling of the engineering, design and remediation work. The master plan that the Sewer Division is using to identify areas of work is outdated. The first phase of the current study was funded in fiscal year 2013 and included engineering, and permanent and portable flow meter installation. The components of the second phase include engineering ($100,000) and closed circuit TV services ($500,000).*

ARTICLE 46: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,563,100 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Water	Small Specialty Equipment	$ 57,300	
Water	Filter Media Replacement	$ 115,000	
Water	Irrigation Supply Feasibility Design	$ 80,000	
Water	SCADA System Upgrade	$ 435,000	
Water	System Rehabilitation Program	$ 715,800	
Water	Service Connections	$ 160,000	
	Total Appropriation	$ 1,563,100	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:
Small Specialty Equipment *This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Department's maintenance programs. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2014 is a Vac. Tech Trailer. The Vac. Tech Trailer is used to wash down and vacuum debris from water gate shut-offs and also to exercise gate valves.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
160	Water	2006	Vac. Tech Trailer	Same	N/A	$57,300

Filter Media Replacement *Filter media is used for manganese removal at the Charles River Water Treatment Facility. FY2014 represents the second year of the five year replacement cycle using a synthetic product as a substitute for natural greensand.*

Irrigation Supply Facility Design *This feasibility study will determine the potential yield of the two previously abandoned wells that are located at 480 Dedham Ave. These wells were originally abandoned due to water quality issues, but the water produced from these wells would be acceptable for irrigation. This study will determine if these wells will provide sufficient water to supply the DeFazio Playfields, Pollard Playfields, and the Needham Golf Club. The potential benefit of this project is reduced reliance on potable water - produced both by the Town and the MWRA - for irrigation. The study will provide an estimated cost for construction and potential revenue generation if the project is feasible.*

SCADA System Upgrade *The purpose of this request is to update the existing SCADA system, add a power monitoring system, and install a video monitoring system. A design study was conducted in the fall of 2012 for this system. SCADA is an acronym that stands for Supervisory Control and Data*

Acquisition. The Town's Water SCADA System collects data from various sensors at the Charles River Water Treatment Plant as well as remote locations throughout the system. The data is then sent to a central computer which efficiently manages and controls the operations of the entire Water System. The current SCADA system is outdated. It communicates through copper communications lines owned and services by Verizon. These lines are unreliable and have resulted in an increase in communications failures over time. This new system will utilize a different method of communication which will make the system more reliable and efficient. Additionally, this project will include replacing the PLCs. These are programmable logic converters for the remote terminal units that relay information. A power monitoring system is being included as part of this upgrade for the primary pumps associated with the Town's Water facilities. This system will increase the efficiency of the operations and reduce energy consumption. This project will also include the installation of video monitoring equipment at water treatment facility and tanks, in accordance with guidance issued by Homeland Security.

Water System Rehabilitation Program *The annual Water System Rehabilitation Program draws from the recommendations of the Water System Master Plan. The master plan recommends that pipes 85 years or older be considered for replacement or relining. This list of older pipes is evaluated and prioritized, and then cross-referenced with work proposed for other utilities, road repairs, or reconstruction. Unless circumstances require otherwise, FY2014 funding will support construction of a new eight inch pipe (2,500 linear feet) on Grant Street from Junction Street to Dedham Avenue.*

Service Connections *The purpose of this program is to remove old iron pipe water services that contain lead from the water distribution system. Old iron and lead water services are replaced prior to a road reconstruction/paving project. If the water service connections are not replaced, an element of the subsurface infrastructure is susceptible to failure before the useful life of the reconstructed roadway has been realized. The FY2014 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule.*

ARTICLE 47: APPROPRIATE FOR ST. MARY'S PUMP STATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $5,565,100 for the renovation or reconstruction of the St Mary's Pumping Station, to be spent under the direction of the Permanent Public Building Committee/Town Manager, including without limitation all costs thereof as defined in Section 1 of M.G.L. Chapter 29C, and that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Water Pollution Abatement Trust (MWPAT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MWPAT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MWPAT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Town Manager is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The St. Mary's Pump Station, built in 1957, was designed to pump potable water from the MWRA aqueduct to supplement the Town's demand for water. There are five pumps located within the station; however only two of the pumps are operable, resulting in less capacity than the permitted 6.5 million gallons per day (mgd). This request will provide necessary improvements - either renovation or total reconstruction - to meet future water demands, and to ensure the station has emergency back-up electrical power. The budget includes design and engineering, project management, contract management, owner's expenses, site development, general contractor, heavy equipment, F, F&E, and technology. Town Meeting previously appropriated $490,000 for design and engineering.

TOWN RESERVE ARTICLES

ARTICLE 48: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $50,450 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2012 Annual Town Meeting authorized the creation of an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities, particularly Memorial and DeFazio, which were renovated as part of a remarkable public/private partnership at a cost of more than $7 million. The December 31, 2012 balance in the fund was $283,020.

ARTICLE 49: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under M.G.L., Ch. 40, Sec. 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Explanation: Under Article 58 of the May 2004 Annual Town Meeting, the Town voted to establish the General Fund Cash Capital Equipment and Facility Improvement Fund for the purpose of setting aside funds for future capital investment. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The December 31, 2012 balance in the fund was $648,336.

ARTICLE 50: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund as provided under the provisions of M.G.L. Chapter 40, Section 5B as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Established at the 2007 Annual Town meeting, this fund is intended to be part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. The December 31, 2012 balance in the fund was $1,292,178.

ARTICLE 51: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 26th day of February, 2013.

GERALD A. WASSERMAN, ***Chairman***
DANIEL P. MATTHEWS, ***Vice Chair***
JOHN A. BULIAN, ***Clerk***
MAURICE P. HANDEL
MATTHEW D. BORRELLI

Selectmen of Needham

a true copy
ATTEST

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Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2012

Budget	Date of Action	Amount
Public Facilities Pollard School Work	3-Aug-11	$40,000
Municipal Parking Program	5-Oct-11	$25,000
Public Facilities Pollard School Work	19-Oct-11	$25,000
Unemployment	29-Feb-12	$100,000
DeFazio Parking Lot Work	4-May-12	$100,000
Legal Services	30-May-12	$35,000
Human Service	30-May-12	$2,650
Legal Services	20-Jun-12	$12,000
School Department Technology	20-Jun-12	$60,000
Total Approved from General Reserve Fund		**$399,650**
Total Approved from RTS Reserve Fund		**$0**
Total Approved from Sewer Reserve Fund		**$0**
Total Approved from Water Reserve Fund		**$0**

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GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 12, 2013
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
GENERAL GOVERNMENT		
Board of Selectmen/Town Manager		
Town Manager	Contract	Contract
Support Services Manager	M-1	$58,564 - $73,384
Department Assistant 1	TS-1	$29,015 - $36,754
Department Specialist	TS-3	$35,225 - $44,623
Assistant Town Manager/Dir. of Ops.	M-5	$96,322 - $120,698
Administrative Assistant	SS-3	$35,225 - $44,623
Director of Human Resources	M-3	$74,449 - $93,291
Human Resources Administrator	NR-3	$41,556 - $55,410
Town Clerk		
Town Clerk	Elected	$84,154
Assistant Town Clerk	NR-3	$41,556 - $55,410
Administrative Specialist	TS-4	$39,439 - $49,961
Department Assistant 2	TS-2	$32,743 - $41,477
Legal		
Town Counsel	Sch C	$69,769
FINANCE		
Assessors		
Administrative Assessor	M-2	$69,776 - $87,375
Asst. Administrative Assessor	PT-4	$49,496 - $60,750
Administrative Coordinator	TS-4	$39,439 - $49,961
Data Collector	PT-1	$34,640 - $45,804
Department Specialist	TS-3	$35,225 - $44,623
Finance Department		
Asst Town Manager/Dir. of Finance	M-5	$96,322 - $120,698
Finance & Procurement Coordinator	NR-6	$54,229 - $70,853
Parking Clerk	NR-1	$34,640 - $45,804
Accounting		
Town Accountant	M-2	$69,776 - $87,375
Assistant Town Accountant	NR-5	$52,033 - $66,930
Administrative Specialist	TS-4	$39,439 - $49,961
Department Specialist	TS-3	$35,225 - $44,623

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 12, 2013
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
Information Technology Center		
Director, MIS	M-3	$74,449 - $93,291
Financial System Application Manager	PT-6	$54,229 - $70,853
GIS/Database Administrator	PT-5	$52,033 - $66,930
Computer Operator	PT-1	$34,640 - $45,804
Network Manager	PT-6	$54,229 - $70,853
Applications Administrator	PT-5	$52,033 - $66,930
Treasurer/Collector		
Treasurer/Collector	M-2	$69,776 - $87,375
Assistant Treasurer/Collector	NR-5	$52,033 - $66,930
Department Specialist	TS-3	$35,225 - $44,623
Department Assistant 2	TS-2	$32,743 - $41,477
Department Assistant 1	SS-1	$29,015 - $36,754
Finance Committee		
Finance Comm. Exec. Secretary	NR-4	$46,496 - $60,750
PUBLIC SAFETY		
Police Department		
Police Chief	M-5	Contract
Lieutenant	P-3	$71,385 - $83,634
Sergeant	P-2	$58,264 - $66,650
Police Officer	P-1	$42,235 - $53,949
Animal Control Officer	UR-2	$39,881 - $52,104
Administrative Specialist	TS-4	$39,439 - $49,961
Police Maintenance Assistant	NR-1	$34,640 - $45,804
Department Assistant 2	TS-2	$32,743 - $41,477
Public Safety Dispatcher	UR-1	$34,640 - $45,804
Parking Enforcement Attendant	SS-2	$32,743 - $41,477
Fire Department		
Fire Chief	M-5	Contract
Deputy Fire Chief Operations	F-5	$85,176 - $87,397
Deputy Fire Chief	F-4	$71,997 - $79,482
Fire Captain	F-3	$67,780 - $69,475
Fire Lieutenant	F-2	$58,034 - $63,918
Firefighter	F-1	$42,235 - $53,949
Asst. Super. Fire Alarm	FA-2	$51,423 - $62,943
Director of Administrative Services	PT-7	$58,052 - $75,854
Administrative Assistant	TS-3	$35,225 - $44,623
Public Safety Dispatcher	UR-1	$34,640 - $45,804
Public Safety Dispatch Super.	UR-4	$46,496 - $60,750

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 12, 2013
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
Building		
Building Commissioner	M-2	$69,776 - $87,375
Assistant Building Commissioner	NR-6	$54, 229 - $70, 853
Inspector of Plumbing and Gas	NR-4	$46,496 - $60,750
Inspector of Wires	NR-4	$46,496 - $60,750
Local Building Inspector	NR-5	$52,033 - $66,930
Administrative Specialist	TS-4	$39,439 - $49,961
Department Assistant 2	TS-2	$32,743 - $41,477
PUBLIC WORKS		
Administration		
Director of Public Works	M-5	$96,322 - $120,698
Assistant Director of Public Works	M-4	$86,882 - $108,869
Supervisor of Administration, DPW	M-1	$58,564 - $73,384
Administrative Services Manager	NR-5	$52,033 - $66,930
Senior Admin. Coordinator	TS-5	$43,117 - $54,618
Department Specialist	TS-3	$35,225 - $44,623
Department Assistant 2	TS-2	$32,743 - $41,477
Administrative Analyst	NR-3	$41,556 - $55,410
Engineering Division		
Town Engineer	M-4	$86,882 - $108,869
Assistant Town Engineer	UR-6	$54,228 - $70,853
Contract Administrator	UR-6	$54,228 - $70,853
Civil Engineer	UR-4	$46,496 - $60,750
Survey Party Chief	UR-3	$41,556 - $55,410
AutoCad Technician	UR-2	$39,881 - $52,104
Engineering Aide	UR-1	$34,640 - $45,804
Student Draftsman/Rodman	Sch C	$13.82-$16.39/hour
Garage Division		
Garage & Equipment Supervisor	M-1	$58,564 - $73,384
Master Mechanic	W-7	$23.99-$28.57/hour
Equipment Mechanic	W-5	$20.25-$24.30/hour
Highway Division		
Division Super. Highway	M-2	$68,408 - $85,721
Assistant Superintendent - Highway	UR-5	$52,033 - $66,930
Public Works Specialist 2	W-5	$20.25-$24.30/hour
Public Works Technician	W-5	$20.25-$24.30/hour
Working Foreman	W-6	$21.87-$26.27/hour
Laborer 2	W-2	$16.50-$19.93hour
HMEO	W-4	$18.85-$22.71/hour
Craftsworker	W-4	$18.85-$22.71/hour

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 12, 2013
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
Park & Forestry Division		
Division Super. Parks	M-2	$69,776 - $87,375
Assistant Superintendent - Parks	UR-5	$52,033 - $66,930
Working Foreman	W-6	$21.87-$26.27/hour
Tree Climber	W-4	$18.85-$22.71/hour
Craftsworker	W-4	$18.85-$22.71/hour
HMEO	W-4	$18.85-$22.71/hour
Laborer 3	W-3	$17.69-$21.27/hour
Laborer 2	W-2	$16.50-$19.93hour
Recycling & Transfer Station		
Division Super. Solid Waste	M-2	$69,776 - $87,375
Working Foreman	W-6	$21.87-$26.27/hour
Public Works Specialist 1	W-4	$18.85-$22.71/hour
HMEO	W-4	$18.85-$22.71/hour
Laborer 2	W-2	$16.50-$19.93hour
Water Division #		
Division Super. Water & Sewer	M-3	$74,449 - $93,291
Assistant Superintendent - Water	UR-5	$52,033 - $66,930
Water Treatment Facility Mgr	UR-6	$54,228 - $70,853
Pumping Station Operator	W-5	$20.25-$24.30/hour
Public Works Inspector	W-6	$21.87-$26.27/hour
Working Foreman	W-6	$21.87-$26.27/hour
Public Works Technician	W-5	$20.25-$24.30/hour
HMEO	W-4	$18.85-$22.71/hour
Craftsworker	W-4	$18.85-$22.71/hour
Laborer 3	W-3	$17.69-$21.27/hour
Laborer 2	W-2	$16.50-$19.93hour
Sewer Division		
Assistant Superintendent - Sewer	UR-5	$52,033 - $66,930
HMEO	W-4	$18.85-$22.71/hour
Pumping Station Operator	W-5	$20.25-$24.30/hour
Chief Pumping Station Operator	W-7	$23.99-$28.57/hour
Public Works Inspector	W-6	$21.87-$26.27/hour
Working Foreman	W-6	$21.87-$26.27/hour
Craftsworker	W-4	$18.85-$22.71/hour

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 12, 2013
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
PUBLIC FACILITIES		
Department of Public Facilities		
Director of Facilities Operations	M-4	$86,882 - $108,869
Director of Design and Construction	M-4	$86,882 - $108,869
Project Manager	M-1	$58,564 - $73,384
Resident Site Manager	NR-6	$54, 229 - $70, 853
Facility Operations Shift Supervisor	UR-5	$52,033 - $66,930
Administrative Specialist	TS-4	$39,439 - $49,961
Administrative Analyst	NR-3	$41,556 - $55,410
Department Assistant 2	TS-2	$32,743 - $41,477
Senior Custodian 1	BC-2	$38,560 - $46,216
Senior Custodian 2	BC-3	$40,488- $48,527
Custodian	BC-1	$35,230 - $42,225
Warehouse Person	BT-1	$39,616 - $47,782
HVAC Technician	BT-3	$47,946 - $57,830
Carpenter	BT-2	$43,575 - $52,560
Craftsworker	BT-2	$43,575 - $52,560
Plumber	BT-3	$47,946 - $57,830
Electrician	BT-3	$47,946 - $57,830
Administrative Specialist	TS-4	$39,439 - $49,961
Health Department		
Director of Public Health	M-3	$74,449 - $93,291
Environmental Health Agent	PT-5	$52,033 - $66,930
Public Health Nurse	PT-5	$52,033 - $66,930
Program Coordinator	NR-2	$39,881 - $52,104
Sr. Program Coordinator	NR-5	$52,033 - $66,930
Public Health Nurse	PT-5	$52,033 - $66,930
Administrative Specialist	TS-4	$39,439 - $49,961
Department Assistant 2	TS-2	$32,743 - $41,477
HUMAN SERVICES		
Council on Aging		
Executive Director	M-2	$69,776 - $87,375
Associate Director	PT-4	$49,496 - $60,750
Outreach Worker	PT-2	$39,881 - $52,104
Social Worker	PT-3	$41,556 - $55,410
Program Coordinator	NR-2	$39,881 - $52,104
Building Monitor	Sch C	$10.81/hour
Youth Services		
Director of Youth Services	M-2	$69,776 - $87,375
Social Worker	PT-3	$41,556 - $55,410
Administrative Assistant	TS-3	$35,225 - $44,623

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 12, 2013
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
PLANNING & COMMUNITY DEVELOPMENT		
Planning		
Director of Planning & Comm. Develop	M-3	$74,449 - $93,291
Assistant Town Planner	NR-5	$52,033 - $66,930
Director of Economic Development	M-1	$58,564 - $73,384
Administrative Assistant	TS-3	$35,225 - $44,623
Community Development		
Director of Conservation	M-1	$58,564 - $73,384
Administrative Specialist	TS-4	$39,439 - $49,961
Administrative Assistant	TS-3	$35,225 - $44,623
CULTURE AND LEISURE SERVICES		
Library		
Director of Public Library	M-3	$74,449 - $93,291
Assistant Director	NR-6	$54, 229 - $70, 853
Reference Supervisor	NR-4	$46,496 - $60,750
Children's Supervisor	NR-4	$46,496 - $60,750
Technology Specilalist/Archivist	NR-4	$46,496 - $60,750
Tech. Services Supervisor	NR-4	$46,496 - $60,750
Reference Librarian/AV Specialist	NR-3	$41,556 - $55,410
Reference Librarian/Program Specialist	NR-3	$41,556 - $55,410
Circulation Supervisor	SS-5	$43,117 - $54,618
Assistant Children's Librarian	SS-4	$38,666 - $48,981
Assistant Cataloger	SS-3	$35,225 - $44,623
Administrative Assistant	TS-3	$35,225 - $44,623
Administrative Specialist	TS-4	$39,439 - $49,961
Library Assistant PT	SS-1	$29,015 - $36,754
Library Assistant FT	SS-2	$32,743 - $41,477
Reference Librarian PT	NR-2	$39,881 - $52,104
Park & Recreation		
Director of Park and Recreation	M-2	$69,776 - $87,375
Assistant Director	PT-4	$49,496 - $60,750
Recreation Supervisor	PT-2	$41,556 - $55,410
Administrative Specialist	TS-4	$39,439 - $49,961

NEEDHAM PUBLIC SCHOOLS *CLASSIFICATION*	Budgeted FY 2011 Funded FTE	Budgeted FY 2011 Salary Minimum	Budgeted FY 2011 Salary Maximum	Budgeted FY 2012 Funded FTE	Budgeted FY 2012 Salary Minimum	Budgeted FY 2012 Salary Maximum	Budgeted FY 2013 Funded FTE	Budgeted FY 2013 Salary Minimum	Budgeted FY 2013 Salary Maximum
Superintendent	1.00	166,437		1.00	186,000		1.00	187,860	
Central Administrators	3.79	117,631	128,094	4.00	120,219	137,721	4.00	130,329	142,196
High School Principal	1.00	130,500		1.00	133,110		1.00	137,768	
Middle School Principal	2.00	113,000	119,889	2.00	115,034	121,000	2.00	119,060	124,630
Elementary Principal	5.00	103,861	120,881	5.00	105,679	122,694	5.00	109,880	131,881
High School Assistant Principal	2.00	82,306	113,751	2.00	83,129	114,889	2.00	84,792	117,186
Middle School House Administrator	2.00	76,748	107,677	2.00	77,516	108,753	2.00	79,066	110,928
Elementary Assistant Principal	1.50	70,302	101,660	1.50	71,005	102,676	1.50	72,425	104,730
K-12 Directors	6.60	76,748	107,677	6.60	77,516	108,753	5.60	71,834	110,928
Director of Special Education	3.00	78,620	118,182	3.00	72,737	119,364	3.00	74,192	113,635
Special Education Coordinators	0.50	78,620	118,182	0.50	72,737	119,364	4.17	72,691	105,951
Department Chairs & Curriculum Coor	5.10	70,560	102,845	5.20	71,266	103,874	6.30	72,691	105,951
Teacher	404.30	42,781	88,691	414.29	42,888	88,912	424.86	43,746	90,691
Nurse	7.61	42,781	83,499	7.61	42,888	83,708	8.06	43,746	90,691
Instructional Assistants	108.36	$15.4836/hr	$30.8443/hr	106.31	$15.5637/hr	$30.9985/hr	103.67	$15.6416/hr	$31.1535/hr
Permanent Substitute	3.00	$16.11/hr		2.29	$14.87/hr		2.29	$14.87/hr	
Network Administrator	1.00	89,863		1.00	92,111		1.00	94,631	
Database Administrators	2.00	68,933	79,518	2.00	69,966	80,711	2.00	72,590	83,738
Computer Technicians	8.50	$22.8306/hr	$28.8714/hr	-	$23.0589/hr	$29.1601/hr	7.50	$23.2318/hr	$29.3788/hr
School Office Assistants	9.12	$13.86/hr	$18.25/hr	10.07	$14.002/hr	$18.4289/hr	11.92	$14.1070/hr	$18.5671/hr
Mail Carrier/Production Center	1.00	$17.04/hr	$22.44/hr	1.00	$17.2117/hr	$22.6618/hr	1.00	$17.3408/hr	$22.8317/hr
Secretary/ AP/ Bookkeeper	31.97	$17.04/hr	$27.22/hr	33.78	$17.2117/hr	$27.4870/hr	33.96	$18.2090/hr	$27.6932/hr
Director of Community Education and External Funding	0.10	96,913		0.10	98,874		0.10	100,000	
Administrative Assistants	5.00	$39.93/hr		5.00	$28.3247/hr	$40.5319/hr	5.00	$32.1099/hr	$42.0516/hr
Bus/Van Drivers	1.00	$21.07/hr		5.15	$14.57/hr	$21.39/hr	5.86	$14.78/hr	$22.19/hr
Bus/Van Monitors							0.71	$12.82/hr	$14.23/hr
Transportation Coordinator	-	60,786		-	69,500		-	72,106	
Human Resources Specialist							1.00	49,500	
Accounting Supervisor	1.00	61,996		1.00	62,926		1.00	59,000	
Budget Analyst/ Asst. Director Finance	1.00	57,510		1.00	58,373		1.00	71,120	
Total	618.45			624.38			648.48		

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DEBT APPENDIX A

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
GENERAL FUND WITHIN THE LEVY LIMIT - AUTHORIZED & ISSUED												
Title V Loans - MWPAT T5-97-1027 - R	May-97	$85,894	Dec-99	Aug-19	(see note)	$6,794.15	$6,529.60	$6,265.04	$5,922.75	$5,662.92	$5,391.28	$9,974
Stormwater - MWPAT 98-92 (Restructured)	May-98	$364,979	Sep-01	Aug-19	(see note)	$33,750.23	$32,889.07	$35,649.55	$34,152.24	$32,701.87	$31,149.37	$58,441
Road Improvement Program	May-05	$468,400	Dec-05	Feb-15	3.48%	$11,110.00	$10,750.00	$10,380.00				
Road, Bridges, Sidewalks and Intersection Improvement	May-08	$820,000	Jun-09	Jun-13	2.40%	$209,100.00						
Public Services Administration Building (Series I)	Oct-08	$4,000,000	Dec-09	Aug-26	3.16%	$339,525.00	$334,725.00	$329,925.00	$325,125.00	$319,125.00	$312,525.00	$2,405,513
Road, Bridges, Sidewalks and Intersection Improvement	May-09	$165,000	Dec-09	Aug-13	2.00%	$41,200.00	$40,400.00					
Public Safety Building Roof	May-08	$350,000	Jun-10	Dec-14	2.20%	$73,850.00	$72,100.00	$70,700.00				
Public Services Administration Building (Series II)	Oct-08	$1,000,000	Jun-10	Dec-24	3.07%	$84,637.50	$83,137.50	$81,937.50	$85,606.25	$84,062.50	$82,356.25	$566,369
Road, Bridges, Sidewalks and Intersection Improvement	May-09	$530,000	Jun-10	Dec-13	2.31%	$134,550.00	$131,300.00					
Public Services Administration Building (Series III)	Oct-08	$125,000	Oct-10	Apr-14	2.10%	$20,800.00	$10,200.00					
Town Hall Project (Series I)	May-09	$2,500,000	Oct-10	Apr-17	2.24%	$335,250.00	$326,250.00	$320,250.00	$314,250.00	$307,500.00		
Road, Bridges, Sidewalks and Intersection Improvement	May-09	$180,000	Oct-10	Apr-13	2.11%	$30,900.00						
Road, Bridges, Sidewalks and Intersection Improvement	May-10	$500,000	Jun-11	Oct-14	2.68%	$133,125.00	$130,000.00	$126,875.00				
Senior Center Design	Nov-10	$350,000	Jun-11	Oct-13	2.55%	$128,375.00	$75,750.00					
Town Hall (Series III)	May-09	$385,000	Oct-11	Aug-26	2.63%	$46,522.42	$33,281.26	$32,781.26	$32,281.26	$31,781.26	$31,281.26	$254,203
Parking Lot Improvement (Marked Lee)	May-08	$100,000	Oct-11	Aug-16	2.00%	$22,372.22	$21,400.00	$21,000.00	$20,600.00	$20,200.00		
Kendrick Street Bridge Repair	May-10	$750,000	Oct-11	Aug-21	2.21%	$94,747.40	$88,687.50	$87,187.50	$85,687.50	$84,187.50	$82,687.50	$314,531
Pollard School Repairs	Nov-10	$325,000	Jun-11	Oct-13	2.81%	$152,750.00	$25,250.00					

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
Pollard School Roof Replacement	Nov-10	$1,000,000	Jun-11	Oct-15	2.80%	$219,000.00	$214,000.00	$209,000.00	$203,000.00			
Pollard School Parking and Access	Mar-11	$702,200	Jun-11	Oct-14	2.68%	$186,375.00	$182,000.00	$177,625.00				
Public Services Administration Bldg.	Oct-08	$100,000	Oct-12	Jul-22	3.69%		$14,025.00	$13,000.00	$12,750.00	$12,450.00	$12,150.00	$55,000
Property Acquisition 59 Lincoln Street & 89 School Street	May-12	$52,500	Oct-12	Jul-32	2.93%		$5,421.25	$4,465.00	$4,390.00	$4,300.00	$4,210.00	$43,913
Road, Bridges, Sidewalks and Intersection Improvement Pr	May-10	$306,500	Oct-12	Jul-17	2.72%		$90,222.50	$80,250.00	$73,450.00	$71,350.00	$10,150.00	
Road, Bridges, Sidewalks and Intersection Improvement Pr	May-11	$600,000	Oct-12	Jul-17	2.82%		$138,300.00	$132,000.00	$129,000.00	$125,400.00	$121,800.00	
Fire Engine	May-11	$400,000	Oct-12	Jul-16	2.72%		$111,500.00	$107,000.00	$104,500.00	$101,500.00		
Pollard School Roof Replacement	Nov-10	$725,000	Oct-12	Jul-22	3.67%		$103,937.50	$96,500.00	$94,625.00	$92,375.00	$90,125.00	$385,000
GENERAL FUND DEBT SERVICE - WITHIN THE LEVY LIMIT						**$2,304,734**	**$2,282,056**	**$1,942,791**	**$1,525,340**	**$1,292,596**	**$783,826**	**$4,092,943**
GENERAL FUND DEBT EXCLUDED FROM THE LEVY LIMIT - AUTHORIZED & ISSUED												
Library Project (Series II)	May-03	$750,000	Dec-05	Feb-15	3.59%	$99,805.00	$91,565.00	$93,420.00				
High School (Series I)	May-03	$10,000,000	Nov-06	May-26	4.01%	$845,250.00	$823,250.00	$801,250.00	$779,250.00	$757,250.00	$735,250.00	$4,781,375
Eliot School	May-00	$5,500,000	Jun-05	Jun-25	3.82%	$399,793.76	$390,693.76	$421,593.76	$411,093.76	$399,843.76	$388,593.76	$2,235,406
High Rock School - Designs	Nov-06	$480,000	Jun-08	Dec-26	3.91%	$38,968.75	$38,156.25	$37,343.75	$36,531.25	$35,562.50	$34,562.50	$265,500
High Rock & Pollard School Projects	May-07	$1,120,000	Jun-08	Dec-26	3.91%	$92,725.00	$90,775.00	$88,825.00	$86,875.00	$84,550.00	$82,150.00	$611,600
High School (Series IIA)	May-03	$9,000,000	Jun-08	Dec-24	3.89%	$783,337.50	$766,112.50	$748,887.50	$731,662.50	$711,125.00	$689,925.00	$4,217,000
High School (Series IIB)	Feb-05	$2,000,000	Jun-08	Dec-26	3.91%	$163,668.75	$160,256.25	$156,843.75	$153,431.25	$149,362.50	$145,162.50	$1,115,100
High Rock & Pollard School Projects (Series III)	May-07	$5,000,000	Nov-08	Aug-27	4.69%	$450,075.00	$440,800.00	$430,862.50	$420,262.50	$409,662.50	$398,731.25	$3,263,475
High School (Series III)	Feb-05	$3,850,000	Jun-09	Jun-28	3.42%	$306,550.00	$297,450.00	$292,950.00	$288,200.00	$283,450.00	$275,450.00	$2,269,000

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
High Rock & Pollard School Projects (Series IV)	May-07	$10,500,000	Dec-09	Aug-28	3.35%	$835,037.50	$823,937.50	$812,837.50	$801,737.50	$787,862.50	$772,600.00	$7,299,856
Newman School HVAC Design and Engineering (Series I)	May-09	$225,000	Jun-10	Dec-14	2.20%	$47,475.00	$46,350.00	$45,450.00				
Newman School Extraordinary Repairs (Series I)	Nov-09	$1,000,000	Jun-10	Dec-19	2.62%	$119,000.00	$116,500.00	$114,500.00	$112,375.00	$110,000.00	$107,375.00	$206,000
Newman School Extraordinary Repairs (Series II)	Nov-09	$675,000	Oct-10	Apr-14	2.07%	$104,000.00	$51,000.00					
Newman School Extraordinary Repairs (Series III)	Nov-09	$5,000,000	Jun-11	Oct-28	3.35%	$424,700.00	$417,700.00	$410,700.00	$402,300.00	$395,300.00	$389,700.00	$3,622,050
Broadmeadow School (refunding bond)	Jun-12	$8,400,000	Jun-12	Nov-23	3.00%	$963,642.56	$939,450.00	$914,325.00	$886,300.00	$857,150.00	$828,300.00	$4,343,275
Library Project (refunding bond)	Jun-12	$6,510,000	Jun-12	Dec-19	3.00%	$1,028,651.33	$996,481.25	$964,025.00	$933,750.00	$902,000.00	$870,550.00	$1,627,250
Newman School Extraordinary Repairs (Series IV)	Oct-12	$9,000,000	Oct-12	Jul-32	2.82%		$777,285.00	$700,660.00	$689,360.00	$675,800.00	$662,240.00	$8,095,200
EXCLUDED DEBT						**$6,702,680**	**$7,267,763**	**$7,034,474**	**$6,733,129**	**$6,558,919**	**$6,380,590**	**$43,952,088**
CPA FUND DEBT - AUTHORIZED & ISSUED												
Town Hall (Series II)	May-09	$3,500,000	Jun-11	Oct-28	3.36%	$296,487.50	$291,612.50	$286,737.50	$280,887.50	$276,012.50	$272,112.50	$2,547,856
Town Hall (Series III)	May-09	$1,225,000	Oct-11	Aug-26	2.63%	$141,761.67	$106,500.00	$104,900.00	$103,300.00	$101,700.00	$100,100.00	$813,450
Town Hall (Series IV)	May-09	$970,000	Oct-12	Jul-30	2.80%		$89,793.75	$81,625.00	$80,250.00	$78,600.00	$76,950.00	$810,413
CPA DEBT						**$438,249**	**$487,906**	**$473,263**	**$464,438**	**$456,313**	**$449,163**	**$4,171,719**
RTS FUND DEBT FEE SUPPORTED - AUTHORIZED & ISSUED												
Collection Packer	May-08	$125,000	Dec-09	Aug-12	2.00%	$40,400.00						
Construction Equipment (FE Loader)	May-09	$165,000	Oct-10	Apr-14	2.29%	$47,150.00	$40,800.00					
RTS DEBT SERVICE						**$87,550**	**$40,800**					

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
SEWER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED & ISSUED												
MWPAT 95-01 - RESTRUCTURED	May-91	$310,656	Aug-01	Feb-15	(see note)	$32,080.28	$32,060.89	$32,021.36				
Sewer - WEST STREET FORCE MAIN	May-98	$881,800	Jun-99	Jun-19	4.83%	$70,100.00	$67,700.00	$70,250.00	$72,500.00	$69,500.00	$71,500.00	$68,250
Sewer - WEST STREET PUMPING STATION	May-98	$1,939,000	Jun-99	Jun-19	4.83%	$154,165.00	$153,885.00	$153,250.00	$152,250.00	$156,000.00	$154,250.00	$152,250
Sewer - MWPAT 97-13 (Restructured)	Oct-96	$67,700	Nov-04	Aug-18	(see note)	$6,557.67	$6,508.77	$6,536.80	$6,451.53	$6,288.05	$6,106.89	$6,150
Sewer - MWPAT 97-33 (Restructured)	Oct-96	$180,300	Nov-04	Aug-18	(see note)	$17,592.86	$17,426.84	$17,374.13	$17,019.98	$16,720.92	$16,208.29	$16,195
MWPAT 97-63 (Restructured 2)	May-97	$1,019,778	Nov-04	Aug-18	(see note)	$99,729.25	$98,416.74	$98,250.26	$96,382.43	$94,916.69	$91,683.46	$91,840
Sewer - MWPAT 98-10 (Restructured)	May-97	$130,200	Nov-04	Aug-18	(see note)	$12,792.53	$12,594.41	$12,566.64	$12,320.71	$12,114.16	$11,683.18	$11,685
Sewer System Rehab - I/I Work	May-03	$425,000	Jun-05	Jun-14	3.14%	$42,800.00	$41,400.00					
Sewer Pump Station - Great Plain Ave.	May-05	$484,550	Dec-05	Feb-15	3.59%	$60,915.00	$58,935.00	$51,900.00				
Sewer Rehabilitation - Rte 128 Area	Nov-05	$2,000,000	Jun-07	Nov-22	4.35%	$142,637.50	$138,387.50	$134,012.50	$129,262.50	$124,262.50	$119,737.50	$466,281
Sewer Pump Station - GPA	May-05	$500,000	Jun-09	Jun-19	3.17%	$60,500.00	$59,500.00	$58,375.00	$57,187.50	$56,000.00	$54,000.00	$52,000
Sewer System Rehabilitation I/I	May-07	$725,000	Jun-10	Jun-14	2.35%	$151,162.50	$148,262.50					
Sewer Rehabilitation - Rte 128 Area	Nov-05	$320,000	Dec-09	Aug-28	3.39%	$28,362.50	$27,962.50	$22,612.50	$22,312.50	$21,937.50	$21,525.00	$219,706
Sewer Pump Station GPA	May-08	$550,000	Dec-09	Aug-28	3.36%	$44,600.00	$44,000.00	$43,400.00	$42,800.00	$42,050.00	$41,225.00	$376,538
MWRA Loan Sewer Pump Station Richardson Drive	Nov-02	$215,710	Feb-10	Feb-15		$43,142.00	$43,142.00	$43,142.00				
MWRA Loan Sewer System Rehabilitation I/I	May-07	$283,305	May-10	May-15		$56,661.00	$56,661.00	$56,661.00				
Sewer Rehabilitation - Rte 128 Area	Nov-05	$145,000	Jun-10	Dec-19	2.59%	$17,700.00	$17,325.00	$17,025.00	$16,706.25	$16,350.00	$15,956.25	$25,675
Sewer Pump Station Richardson Drive	Nov-02	$200,000	Oct-10	Apr-16	2.00%	$16,387.50	$15,937.50	$15,637.50	$15,337.50			

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
Sewer System Rehabilitation I/I (MWRA)	May-07	$57,613	Nov-10	Nov-15		$11,522.50	$11,522.50	$11,522.50	$11,522.50			
Sewer System Rehab - I/I Work	May-03	$95,000	Jun-11	Oct-12	3.00%	$50,750.00						
Sewer System Rehabilitation I/I (MWRA)	May-07	$220,990	Feb-12	Feb-17		$44,198.00	$44,198.00	$44,198.00	$44,198.00	$44,198.00		
Sewer Pump Station Design (Reservoir B)	May-09	$90,000	Oct-12	Jul-17	2.79%		$22,675.00	$21,700.00	$21,200.00	$15,675.00	$15,225.00	
Sewer Pump Station Reservior B	Nov-11	$6,034,290	Dec-12	Jul-30	2.00%		$376,799.32	$371,714.19	$371,656.44	$371,597.43	$371,537.15	$5,564,873
SEWER DEBT SERVICE						**$1,164,356**	**$1,495,300**	**$1,282,149**	**$1,089,108**	**$1,047,610**	**$990,638**	**$7,051,443**

WATER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED & ISSUED

Water Treatment Facility	May-96	$2,665,000	Jun-99	Jun-19	4.83%	$210,295.00	$208,095.00	$210,500.00	$212,250.00	$208,500.00	$209,500.00	$210,000
Water Treatment Facility	Nov-97	$3,090,000	Jun-99	Jun-19	4.83%	$245,465.00	$247,065.00	$243,000.00	$243,500.00	$243,500.00	$248,000.00	$246,750
Water System Rehab - Warren Street Area	May-05	$413,500	Dec-05	Feb-15	3.60%	$50,370.00	$53,750.00	$51,900.00				
Water System Rehabilitation - Rte 128 Area	May-06	$1,500,000	Jun-07	Nov-22	4.32%	$148,912.50	$144,662.50	$140,287.50	$135,537.50	$130,537.50	$126,012.50	$638,269
Water System Rehabilitation - Rte 128 Area	May-06	$230,000	Nov-08	Aug-12	3.48%	$55,962.50						
Water System Rehabilitation - Rte 128 Area	May-06	$212,000	Jun-09	Jun-19	3.16%	$23,157.50	$22,777.50	$23,350.00	$22,875.00	$22,400.00	$21,600.00	$20,800
Water Storage Tank Rehabilitation	May-08	$655,000	Jun-09	Jun-19	3.16%	$79,692.50	$78,372.50	$75,887.50	$74,343.76	$72,800.00	$70,200.00	$67,600
Water Service Connections	May-06	$55,000	Dec-09	Aug-19	2.51%	$5,912.50	$5,812.50	$5,712.50	$5,612.50	$5,487.50	$5,350.00	$10,294
Water System Rehabilitation - Rte 128 Area	May-06	$100,000	Dec-09	Aug-28	3.41%	$7,737.50	$7,637.50	$7,537.50	$7,437.50	$7,312.50	$7,175.00	$73,369
Water System Rehabilitation - Rte 128 Area	May-06	$165,000	Jun-10	Dec-14	2.22%	$36,725.00	$30,900.00	$30,300.00				
Water Main Improvements	May-08	$185,000	Jun-10	Dec-14	2.20%	$36,925.00	$36,050.00	$35,350.00				
Water Distribution System Rehab (various areas)	May-09	$400,000	Jun-10	Dec-24	3.02%	$39,212.50	$38,462.50	$37,862.50	$32,281.25	$31,687.50	$31,031.25	$195,656

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	After 2018
Water Distribution System Rehab (various areas)	May-09	$300,000	Oct-10	Apr-15	1.85%	$21,400.00	$20,800.00	$20,400.00				
Water Distribution System Rehab (various areas)	May-09	$204,300	Jun-11	Oct-12	3.00%	$101,500.00						
MWPAT Water DWS-08-24 (amended 06/06/2012)	May-08	$765,335	Jun-12	Jul-30	2.00%	$49,957.90	$49,516.21	$49,461.22	$49,405.29	$49,347.11	$49,289.34	$634,868
WATER DEBT SERVICE						**$1,113,225**	**$943,901**	**$931,549**	**$783,243**	**$771,572**	**$768,158**	**$2,097,606**
TOTAL						**$11,810,795**	**$12,517,727**	**$11,664,225**	**$10,595,257**	**$10,127,010**	**$9,372,374**	**$61,365,798**

Note: Massachusetts Water Pollution Abatement Trust (MWPAT) loans include many communities and multiple loans and are frequently restructured by the Trust. The program provides grants and other financial assistance which in effect results in low or no interest rate loan.

DEBT APPENDIX B

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Town of Needham - Debt - Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article		Open or Requested Authorization
Open General Fund Projects				
Property Acquisition 51 Lincoln Street	Nov-12	17	$1,100,000	$1,100,000
Property Acquisition 37-39 Lincoln Street	May-12	31	$630,000	$630,000
Property Acquisition 59 Lincoln Street & 89 School Street	May-12	8	$1,175,000	$1,122,500
Public Works Infrastructure Program	May-12	33	$600,000	$600,000
Senior Center Construction	Nov-11	14	$8,051,808	$7,934,308
Public Works Infrastructure Program	May-11	39	$1,100,000	$500,000
Booth Street Reconstruction	May-11	41	$125,000	$80,000
Pollard School Roof Repair	Nov-10	10	$3,500,000	$478,369
Road, Bridges, Sidewalks and Intersection Improvement	May-10	36	$1,236,300	$249,800
Newman School HVAC Project	Nov-09	14	$26,962,128	$3,158,060
Town Hall Project	May-09	35	$4,100,000	$465,000
Stormwater Master Plan Drainage	May-09	49	$200,000	$160,000
Public Services Administration Bldg	Oct-08	5	$5,725,000	$94,000
Street & Traffic Light Improvements	May-08	42	$105,000	$25,000
High Rock and Pollard School Project	May-07	41	$20,475,000	$274,000
Ridge Hill Rehabilitation	May-05	31	$126,875	$104,600
Rosemary Pool Complex - Design	May-00	63	$100,000	$72,500
TOTAL				$17,048,137

Town of Needham - Debt - Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article		Open or Requested Authorization
Proposed General Fund Projects for the 2013 ATM				
Pollard Boiler Replacement	Pending	40		$800,000
Public Works Infrastructure Program	Pending	41		$600,000
DPW Complex Renovations	Pending	42		$1,100,000
TOTAL				$2,500,000
Open CPA Fund Projects				
Town Hall Project	May-09	35	$7,200,000	$1,379,125
TOTAL				$1,379,125
Proposed CPA Fund Projects for the 2013 ATM				
TOTAL				$0
Open RTS Enterprise Fund Projects				
Recycling Transfer Station Soil Remediation	Nov-12	16	$400,000	$400,000
RTS Forklift	May-11	42	$86,000	$32,000
RTS Semi-Tractor	May-11	43	$152,000	$152,000
TOTAL				$584,000
Proposed RTS Enterprise Fund Projects for the 2013 ATM				
RTS Construction Equipment (Waste Handler)	Pending	44		$324,400
TOTAL				$324,400

Town of Needham - Debt - Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article		Open or Requested Authorization
Open Sewer Enterprise Fund Projects				
Sewer Pump Station Reservoir B	Nov-11	15	$6,300,000	$265,710
Sewer Pump Station Design Reservoir B	May-09	55	$577,500	$50,497
Sewer Pump Station Great Plain Ave	May-08	45	$770,000	$18,000
Sewer System Rehabilitation I/I Work	May-07	45	$1,806,800	$12,023
TOTAL				$346,230
Proposed Sewer Enterprise Fund Projects for the 2013 ATM				
TOTAL				$0
Open Water Enterprise Fund Projects				
Water System Improvements	May-09	56	$1,000,000	$80,000
Water Main Improvements	May-08	47	$1,900,000	$649,869
Water Storage Tank Cleaning & Painting	May-08	48	$730,000	$75,000
Water System Improvements - Warren Street	May-05	54	$913,500	$30,000
Water Pumping Station Design St. Mary's	Nov-02	26	$300,000	$78,000
TOTAL				$912,869
Proposed Water Enterprise Fund Projects for the 2012 ATM				
St. Mary's Pump Station	Pending	47		$5,565,100
TOTAL				$5,565,100

SPECIAL TOWN MEETING

WARRANT

TOWN OF NEEDHAM

MONDAY, MAY 13, 2013

7:30 P.M.
JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE **NEEDHAM**

Additional information on particular warrant articles will be made available form time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

May 13, 2013 Special Town Meeting Warrant
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COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the Constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Town Hall:

MONDAY, THE THIRTEENTH DAY OF MAY, 2013

at seven-thirty in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: APPROPRIATE FOR TREE INVENTORY GRANT MATCHING FUNDS

To see if the Town will vote to
raise and/or transfer and appropriate the sum of $30,000 as matching funds for an Urban Forestry Grant to create a tree inventory, said sum to be spent under the direction of the Town Manager and that $5,523 be transferred from Article 64 of the 2000 Annual Town Meeting and that $24,477 be transferred from Article 38 of the 2003 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Commonwealth of Massachusetts Department of Conservation and Recreation provided the Town with a $30,000 Urban Forestry grant. The grant, which will fund a tree inventory program in the town of Needham, requires a matching contribution by the Town. The program will include a complete inventory of the public shade trees along the Town's rights of way, and will be maintained through a work order system to keep it up-to-date. The inventory will include geographic location, genus, species, condition, and maintenance needs, and will help the Town develop maintenance plans and condition and ownership information.

ARTICLE 2: APPROPRIATE FOR WASTE CONTAINERS

To see if the Town will vote to raise and /or transfer and appropriate the sum of $34,000 for purchase of open and dome top waste containers, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that $15,000 be transferred from Article 59 of the 2001 Annual Town Meeting, and that $19,000 be transferred from Article 5 of the May 2001 Special Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The RTS presently has 30 roll-off containers – both open and dome-top types. The expected life for a container is 10 to 15 years. None of the containers that are presently in use are new, and

many of the containers are in poor condition. This article would provide two years of initial funding for a replacement program and will support the replacement of five containers. It is anticipated that the program will be incorporated into the RTS operating budget in future years, and will consist of replacement of two containers per year.

ARTICLE 3: AMEND THE FY2013 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2013 Operating Budget adopted under Article 10 of the May 2012 Annual Town Meeting and amended under Article 4 of the October 29, 2012/November 13, 2012 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
3	Group Health Insurance & Benefits	$9,908,775	To be Determined
4	Retiree Insurance & Insurance Liability Fund	$4,523,887	To be Determined
10	Reserve Fund	$1,309,072	$1,258,431
20C	Police Department Capital	$228,018	$266,948
21C	Fire Department Capital	$0	$11,711

or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Based on changes made to the Town's health insurance program, there may be funds available in the Group Health Insurance & Benefits line to transfer to the Retiree Insurance & Insurance Liability ("OPEB") line. This information will be known after the April bills have been processed. The proposed increase to the Police Department capital line would allow the Department to purchase a Police vehicle that was identified in the fiscal year 2014 operating budget but deferred due to funding priorities. The proposed increase to the Fire Department capital line would fund the installation of a new radio remote satellite receiver that was also identified in the fiscal year 2014 operating budget but deferred due to funding priorities. The two capital items are proposed for funding from the Reserve Fund.

ARTICLE 4: AMEND ZONING BY-LAW: LOT WIDTH DEFINITION/MEASUREMENT

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.1 Basic Requirements, Subsection 4.1.5, Minimum Required Lot Width, by revising the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

"4.1.5 Minimum Required Lot Width

Building lots in all zoning districts recorded or endorsed after January 9, 1986 shall be required to have a minimum lot width for a distance that extends from the front line throughout the primary building or structure not less than the applicable minimum frontage for the district in which said lot is located, as specified in

Sections 4.2.1, 4.3.1, 4.4.1, and 4.6.1; except, however, in the Single Residence A District such minimum required lot width shall be at least 120 feet. To measure lot width, start at a front corner (where a sideline meets the lot's line of frontage) and, at a right angle to that sideline, measure straight across the lot to the other sideline. This measurement need not be at a right angle from more than one sideline but it must cross the lot to meet the opposite sideline. Then take a series of measurements parallel to that first measured line, through the full depth of the primary building or structure on the lot. If any lot line on the side chosen for the starting point is a convex line, draw a straight line connecting the two far points of the convex line, and measure across the lot from that straight line; and if any lot line on the side chosen for the starting point is a concave line, draw a straight line connecting the two far points of that line and begin there, but measure across the lot from the point where the perpendicular line crosses the concave side lot line. For corner lots, the measurement shall be taken from front corners along both frontage lines."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS: Recommendation to be Made at Town Meeting

Article Explanation: Presently the Needham Zoning By-Law requires all building lots to have a minimum lot width for a distance that extends from the front line throughout the building or structure of not less than the applicable minimum frontage for the district in which the lot is located, except in the case of the Single Residence A District where the minimum required lot width is 120 feet. The present requirement was adopted in 1986 to further control the irregular configuration of lots. The 1986 amendment was offered in response to a development built in the mid 1980's which exposed the inadequacy of the then present lot width rule. Prior to the 1986 amendment lot width was limited to a minimum of one-half the applicable frontage requirement.

The proposed amendment seeks to clarify how the lot width measurement is to be made and states the following: To measure lot width, start at a front corner (where a sideline meets the lot's line of frontage) and, at a right angle to that sideline, measure straight across the lot to the other sideline. This measurement need not be at a right angle from more than one sideline but it must cross the lot to meet the opposite sideline. Then take a series of measurements parallel to that first measured line, through the full depth of the primary building or structure on the lot. If any lot line on the side chosen for the starting point is a convex line, draw a straight line connecting the two far points of the convex line, and measure across the lot from that straight line; and if any lot line on the side chosen for the starting point is a concave line, draw a straight line connecting the two far points of that line and begin there, but measure across the lot from the point where the perpendicular line crosses the concave side lot line. For corner lots, the measurement shall be taken from the front lot corners along both frontage lines.

ARTICLE 5: AMEND GENERAL BY-LAW TYPE AND LENGTH OF CONTRACTS

To see if the Town will vote to amend Section 2.1.3 of the General By-laws by inserting at the end of the Section the following:

"Software License and/or Maintenance Agreements	10
Online Subscription Services for Curriculum	10"

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Unless otherwise determined in the General By-laws, the maximum length of contracts for software licenses, software maintenance agreements, and online curriculum subscriptions is three years. The Town can experience savings, and perhaps better terms, by entering into longer-term agreements with providers. This By-law amendment would provide flexibility and allow such agreements to be executed for a maximum of ten years.

ARTICLE 6: AMEND TAX INCREMENT FINANCING PLAN AND TIF AGREEMENT

To see if the Town will vote to amend the vote taken under Article 1 of the Special Town Meeting of December 3, 2012; and to approve the technical changes shown in the Amended Tax Increment Financing (TIF) Plan and Amended TIF Agreement among TripAdvisor LLC, Normandy GAP-V Development Needham, LLC and the Town of Needham for property at the New England Business Center, to allow for a reconfiguration of the office building on the property while still allowing the project to take full advantage of the exemptions in the original TIF Agreement, including the designation of an amended TIF Zone delineated as 'Site Area' on a Plan entitled "Exclusive Use Plan – Building #3," dated March 5, 2013, prepared by Tetra Tech, and consisting of approximately 206,516 square feet of land located at 360 First Avenue, 410 First Avenue, 66 B Street and 37 A Street, a copy of which is on file at the office of the Town Clerk, subject to approval by the Economic Assistance Coordinating Council of the Commonwealth of Massachusetts ("EACC"); and to ratify the Board of Selectmen's execution of the Amended TIF Agreement and submission to the EACC of an amended EOA Application, the Amended TIF Plan, the Amended TIF Agreement; and any necessary documents relating thereto; and to authorize the Board of Selectmen to take such other actions as are necessary or appropriate to implement the amended documents; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The final design for the TripAdvisor building being developed by Normandy Partners is now complete, and a Special Permit has been issued by the Planning Board. The building is larger than the previously envisioned building, and has been re-oriented on the property. As a result, a technical amendment to the Tax Increment Financing Plan recognizing these modifications is necessary. There is no material change to any of the provisions of the Agreement presented to the December 3, 2013 Special Town Meeting.

ARTICLE 7: RESCIND BOND AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
High Rock and Pollard School	2007 ATM	41	$20,475,000	$269,000
Water Storage Tank Cleaning & Painting	2008 ATM	48	$730,000	$75,000
Sewer Pump Station Richardson Drive	2002 STM (Nov)	20	$500,000	$81,290
Total				$425,290

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

ARTICLE 8: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate $1,707,081 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from available funds; or take any other action relative thereto.

General Fund	Description	Recommended	Amendment
General Government	Election Equipment	$ 85,000	
General Government	Network Hardware Servers & Switches	$ 30,000	
Public Facilities	Core Fleet	$ 33,600	
Public Facilities	Energy Efficiency Upgrade Improvements	$ 113,078	
Public Facilities	Facilities Maintenance Program	$ 33,581	
Public Facilities	Portable Generator	$ 61,250	
Public Safety	Core Fleet (Building)	$ 45,042	
Public Safety	Core Fleet (Fire)	$ 49,200	
Public Safety	Wireless Municipal Radio Master Box	$ 164,000	
Public Schools	Furniture & Equipment	$ 79,250	
Public Schools	School Copier Replacement	$ 59,620	
Public Schools	Technology	$ 223,751	

General Fund	Description	Recommended	Amendment
Public Works	Core Fleet	$ 387,000	
Public Works	Two Way Radio Upgrade	$ 27,509	
Public Works	Small Specialty Equipment	$ 104,900	
Public Works	Snow & Ice Equipment	$ 210,300	
	Total Appropriation	$ 1,707,081	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article contains those cash capital items not recommended for funding at the Annual Town Meeting. They are included in the Special Town Meeting warrant in the event that funds become available. If funds are not available in May, these items will be considered at a fall Special Town Meeting.

Election Equipment *The purpose of replacing the Accuvote Electronic Voting System is to update and replace the Town's current voting system purchased in 1994. These machines and the black plastic ballot boxes that hold the machines are currently 19 years old and are beginning to require more and more frequent repairs. There are currently 11 Accuvote machines – one for each of the ten precincts plus one spare machine. Both the read heads and scanner cannot be upgraded due to the age of the equipment. The new Accuvote Voting Machines will have more features. The ballot boxes will be smaller making storage more convenient and accessibility at the polls will be easier. Absentee voters will no longer require special marking pens in order to vote thus making voting easier. Within the next few years, all the machines will be handicapped accessible. The new DS200 Voting Machine is the next generation Optical Scan voting equipment. This voting machine will have a paper ballot and the memory cards have been replaced with memory sticks. Approval of new equipment by the Elections Division of the Secretary of the Commonwealth is required, and has not yet been granted.*

Network Hardware Servers and Switches *The fiscal year 2014 funding request for network servers and switches will support the replacement of older servers, spam filter, virus firewall, and internet filtering, and also the replacement of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches are better able to take advantage of the Town's fiber and will increase the speed of data within the Town's fiber network. Older servers, both application and data, will be replaced with newer, faster, and more energy efficient servers and attached storage configured for virtualization of hardware and software. Not replacing or updating this equipment can affect Town wide access to email, financial applications, Internet, and data.*

Public Facilities Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicle scheduled to be replaced in FY2014 is a 2001 Ford F250 Pick-Up Truck with a cab that is primarily used by the Town's carpenter. The current vehicle has an odometer reading of over sixty thousand miles and is due for replacement as it is currently beyond its useful life.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
702	PFD	2001	Ford 250 Pick up With Cab	Same	65,780	$33,600

Energy Efficiency Upgrade Improvements *The Town conducted an engineering study for energy upgrades in 10 key buildings in the summer of 2011. The results of this study revealed that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within 10 years. FY2014 funding is planned for some of the more involved projects at the Eliot and Broadmeadow Schools, which will upgrade the already modern buildings and improve their energy usage. Some of these items include retro-commissioning the HVAC system at Broadmeadow, installing motion sensors for the lighting at Broadmeadow, installing timers on the roof top exhaust fans in both buildings, and converting the lighting to more energy efficient lighting in both buildings.*

Public Facilities Maintenance Program *This request funds annual maintenance of public buildings throughout the Town and School Department including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. FY2014 funding is planned for duct cleaning at the C & D Buildings of the High School, asbestos abatement at Hillside and Mitchell Schools, flooring replacement at the Eliot and Broadmeadow Schools, and xeriscaping at the High School. Flooding issues at the Hillside School will be addressed as will containment of fuel oil, accessible routes to and from the building, and water fountain replacement at the Pollard School. With the natural gas line installation on Brookline Street and the replacement of the Pollard boilers, the Department will convert the existing Mitchell School boilers to natural gas using remaining parts from the old Pollard boilers.*

Portable Generator *It has been determined by emergency planning personnel that the new Senior Center will be an ideal location for use as a respite shelter for residents during power outages. This request will fund the purchase of a 100kW portable generator that can be temporarily installed at the Senior Center to ensure comfort and safety to those occupying the site. The Center has been designed to accommodate the use of an external, portable generator.*

Building Department Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. The FY2014 – 2018 Capital Plan included a recommendation for the replacement of Unit #456, a 2002 Ford Taurus Sedan, with a Ford Hybrid Escape. Since that time, the Department has experienced a reduction in the availability of Unit#454 due to the number of repairs. As a result, the Building Commissioner has evaluated the previous request, and proposes the elimination of the request for a Ford Escape, and the replacement of two Ford Taurus vehicles (units 456 and 454) with Ford Fusion vehicles. The MPG for the Fusion is a combined 28 MPG.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
456	Building	2002	Ford Taurus	Ford Fusion	68,707	$22,521
454	Building	2005	Ford Taurus	Ford Fusion	48,714	$22,521

Fire Department Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. This request is to replace a 2004 Ford pick-up truck with a utility body. The truck functions primarily as a brush fire truck, but has many other uses. In the winter*

months, the modular brush unit and water tank is removed, and the truck is used to transport materials and emergency equipment. This vehicle is also used to tow fire department rescue boats, the hazardous materials trailer, the firefighting foam trailer, the mass decontamination trailer, and the Health Department Emergency Dispensing Trailer. Presently, this truck has over 29,000 miles of service on it, and at the time of replacement mileage is estimated to be approximately 35,000.

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
C-6	Fire	2004	Pick-up with Utility Body	Same	27,531	$49,200

Wireless Municipal Radio Master Fire Box System *The long-term plan is to eliminate the older style fire alarm master boxes and install wireless radio master box systems where needed. All pole mounted fire alarm boxes (222) would be permanently removed. Building master boxes (129) would be replaced with radio box transmitters. The 129 master boxes are privately owned, and property owners pay the Town an annual monitoring fee of $480. Privately owned buildings would not be required to change over to the new municipal system if they chose to use their own private alarm company. Of the $164,000 requested for this project, $52,000 would be for the head-end equipment to be located within the fire dispatch center. An additional $112,000 would be to purchase radio boxes for 28 Town buildings at approximately $4,000 each. This cost would be for the box and installation at each Town building. With this new system, the fire dispatch center will be capable of monitoring alarms, troubles, security/intrusion, and any other alarm or status that uses a contact closure. Wireless systems are more reliable in storm conditions when often times overhead lines are out of service. Once the wireless system is complete, the Fire Department will evaluate the continued need for staffing and equipment in the Fire Alarm Division.*

School Furniture, Musical Instruments, Fitness Equipment and Graphic Arts Equipment

Musical Equipment *The purpose of this program is to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department's string instruments are no longer usable or repairable. The older pianos, while still usable, are costly to repair and maintain. The Department is in the ninth year of the replacement cycle, and continues to see major improvement in the quality of musical instruments available for student use. Funding in the final year of the replacement cycle (FY2014) would replace the grand piano in the Newman School Auditorium. The Department intends to change the replacement program to an expansion program due to population growth in fiscal years 2015 – 2018 and beyond.*

School Furniture *This purpose of this program is to continue the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. By FY2015, all furniture in poor condition will have been replaced at these schools. Unless circumstances dictate otherwise, the FY2014 funding is planned for the Newman School.*

Fitness Equipment *The Needham High School renovation project budget included a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward. The manufacturer's estimated life cycle is five (5) years for treadmills, six (6) years for cross trainers, eight (8) years for recumbent and upright bicycles, 23 years for rowing machines, and 25 years for circuit training equipment. The Department's request is based on a longer replacement cycle of: five to seven (5 – 7) for treadmills, nine (9) years for cross trainers,*

eight (8) years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. Unless circumstances dictate otherwise, the FY2014 funding is planned for three spinning bikes and one treadmill.

High School Graphics Production Room This program continues the equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program provides convenient and cost effective service, and also provides hands-on educational training in the field of professional graphics and printing production for students. Unless circumstances dictate otherwise, the FY2014 funding is intended for purchase of a vinyl cutter – heavy duty, a thermal transfer press, a flash dryer, and a paper jogging machine.

School Copier Replacement *Photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 44 copiers and 4 RISO duplicating machines. Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers that are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity. The requested funding will support the replacement of eight (8) copiers/RISO machines.*

School Technology

Interactive Whiteboard Technology This program funds the purchase and installation of whiteboard technology in the Needham schools. Unless circumstances dictate otherwise, the FY2014 funding is planned for Broadmeadow, Mitchell and Pollard. The overall number of whiteboards to be installed at Pollard and Broadmeadow has increased due to the reallocation of rooms and the use of the modular classrooms at the Pollard School.

School Department NPS 1:1 Initiative This program continues the initiative to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High School. The FY2014 funding is planned for the expansion of the program to all grade eight students during the 2013 – 2014 school year, and preparation for expansion to students in the seventh grade and current students attending the High School in the following year. The FY2014 request will support the installation of additional wireless access points at Pollard and Needham High School and the purchase of tablet devices for the remaining Pollard Grade Eight teachers as well as High School teachers and Pollard Grade Seven teachers preparing for the implementation.

Technology Innovation In years past, the School Technology Request has been organized as funding for computer replacements, interactive whiteboards, and, most recently, inclusion of the NPS 1:1 Initiative. The funds received are earmarked for the replacement cycle, as guided by the constraints of the technology plan. This framework does not allow School staff to evaluate and experiment with emerging technologies to foster student learning and achievement in the District. The requested funding will support experimentation on a small scale, which will be useful for assessment and for building staff capacity. The FY2014 funding is for the purchase of eReaders, such as Kindles and Nooks, for use in School libraries, and for the purchase of IPads for experimentation at the elementary school level.

Technology Replacement *The FY2014 school technology funding request includes the replacement of 313 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle. A total of 124 of these computers are for teachers and administrators throughout the District. Another 163 are lab and classroom computers at Eliot, Hillside, Newman, Pollard and the High School. The majority of the computers being purchased will be deployed at the High School. FY2014 represents the second year of the anticipated five-year timeframe to replace the High School computers. The request also includes the replacement of four school-based servers, the High School Foreign Language lab server and five district data servers that are housed at the ETC. These servers have been running 24/7 for three and four years and will be repurposed to less critical functions for two and three years respectively. This category also includes the replacement of eight UPS batteries that support critical servers throughout the District. Other requested items are the replacement of 47 printers across the District, and funding to analyze the impact of the recent operating system conversion to Apple's new operating system, Lion, on the hundreds of software packages owned by the District.*

DPW Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2014 include:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
65	Parks & Forestry	2008	4WD F350 Pick-up Truck	Same	41,393	$51,900
66	Highway	2007	One Ton Dump Truck	Same	46,749	$78,300
6	Highway	2000	Six Wheel Dump Truck	Same	39,895	$178,400
72	Parks & Forestry	2007	One Ton Dump Truck	Same	42,106	$78,400

Two-Way Radio Upgrade *Effective January 2013, the Federal Communications Commission has mandated that all existing licensees must convert their wideband (25kHz systems) radio systems to narrowband (12.5kHz). The majority of the two-way radios installed in DPW vehicles have been converted to radios that are capable of functioning on narrowband. This proposal would provide for the purchase of ten two-way radios to be installed in vehicles that have radios that do not presently comply with the narrowband requirement and are not up for replacement. An additional six radios will be purchased to provide the DPW Garage with replacement narrowband compliant two-way radios should any of the existing radios fail. Twelve portable radios and chargers will be purchased to be used during snow and emergency events. Additionally, base radios for the first floor of the PSAB and portable radios for Public Facilities and Building Department Staff are included in this request.*

Small Specialty Equipment *This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Department's maintenance programs. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2014 includes:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
186	Parks & Forestry	1963	Leaf Collector	Same	N/A	$25,900
303	Parks & Forestry	1985	Tractor	Same	2,749	$74,900
356	Parks & Forestry	1985	Aerator	Same	N/A	$30,000

Snow and Ice Equipment *This request will provide funding for equipment used primarily in the Snow and Ice Program. Unless circumstances require otherwise, the vehicles and equipment proposed for replacement in FY2014 are as follows:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
6A	Highway	2000	Material Spreader	Same	N/A	$32,200
116	Highway	1998	Sidewalk Tractor (Track)	Same	3,609	$169,300
66A	Highway	2006	Material Spreader	Same	N/A	$8,800

ARTICLE 9: APPROPRIATE FOR SEWER LINE RECONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate $200,000 for sewer line reconstruction, to be spent under the direction of the Town Manager, and that $8,500 be transferred from Article 56 of the 2003 Annual Town Meeting, $9,000 be transferred from Article 44 of the 2004 Annual Town Meeting, $48,000 be transferred from Article 45 of the 2004 Annual Town Meeting, $33,000 be transferred from Article 44 of the 2007 Annual Town Meeting, $98,500 be transferred from Article 38 of the 2010 Annual Town Meeting, and that $3,000 be transferred from the Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: In early April, 2013, a sink hole developed on Kendrick Street that was determined to be caused by a collapsed sewer line. A portion of this sewer line - approximately 20 feet - was replaced on an emergency, temporary basis. Detailed investigation revealed that approximately 120 linear feet of asbestos cement pipe in Kendrick Street and Third Avenue must be replaced immediately in order to prevent further collapse.

ARTICLE 10: ACCEPT M.G.L. c. 40 SECTION 13D – COMPENSATED ABSENCE FUND

To see if the Town will vote to accept the provisions of M.G.L. c. 40 Section 13D for the purpose of establishing, appropriating and/or transferring funds to the reserve fund for the future payment of accrued liabilities for compensated absences; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town has a long-standing practice of setting aside funds for the payment of compensated absences at the time of retirement. While the Town has taken steps to modify and some cases eliminate this exposure, there are still employees who are eligible for these payments. The Town's practice has been to appropriate for this liability through financial warrant articles. The Town has received guidance from the Massachusetts Department of Revenue indicating that cities and towns must take advantage of the statute allowing for the establishment of a compensated absence fund for this purpose. Funds remaining in existing financial warrant articles will be transferred to the new fund and requests for appropriation to the fund will be presented from time to time as needed.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 10th day of April 2013.

DANIEL P. MATTHEWS. Chairman
JOHN A. BULIAN, Vice Chairman
MAURICE P. HANDEL, Clerk
MATTHEW D. BORRELLI

Selectmen of Needham

A TRUE COPY
Attest:
Constable:

Town Clerk's Office
Needham, MA 02492

First Class Mail
U.S. Postage Paid
Needham, MA
Permit No. 58224

ATTN: SPECIAL TOWN MEETING WARRANT

WARRANT FOR THE
SPECIAL STATE ELECTION
The Commonwealth of Massachusetts

TUESDAY, JUNE 25, 2013

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in the Special State Election to vote at their respective voting places in said Town, namely:

PRECINCT A – Hillside School - Gymnasium
PRECINCT B – Hillside School - Gymnasium
PRECINCT C – Newman School – Gymnasium
PRECINCT D – Newman School - Gymnasium
PRECINCT E – Pollard Middle School – Inner Space
PRECINCT F – Stephen Palmer Community Room
PRECINCT G – Broadmeadow School - Gymnasium
PRECINCT H – Broadmeadow School - Gymnasium
PRECINCT I – Wm. Mitchell School – Gymnasium
PRECINCT J – Wm. Mitchell School - Gymnasium

ON TUESDAY, THE TWENTY-FIFTH DAY OF JUNE, 2013

From 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Special State Election for the candidates for the following office:

SENATOR IN CONGRESS . . . . . FOR THE COMMONWEALTH

The Polls Will Be Open From 7:00 A.M. to 8:00 P.M.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said meeting.
Given under our hands this 28th day of May, A.D. 2013.

_____ **DANIEL P. MATTHEW,** *Chairman*
_____ **JOHN A BULIAN,** *Vice Chairman*
_____ **MAURICE P. HANDEL,** *Clerk*
_____ **MATTHEW D. BORRELLI**
Selectmen of Needham

A true copy,
ATTEST _____ **2013**
Constable (month) (day)

Warrant must be posted by **June 17, 2013,** (at least *seven days prior* to the **June 25, 2013** Special State Election)

WARRANT FOR THE
SPECIAL TOWN ELECTION
The Town of Needham
Commonwealth of Massachusetts
TUESDAY, JUNE 25, 2013

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in the Special Town Election to vote at their respective voting places in said Town, namely:

PRECINCT A – Hillside School - Gymnasium
PRECINCT B – Hillside School - Gymnasium
PRECINCT C – Newman School – Gymnasium
PRECINCT D – Newman School - Gymnasium
PRECINCT E – Pollard Middle School – Inner Space
PRECINCT F – Stephen Palmer Community Room
PRECINCT G – Broadmeadow School - Performance Ctr.
PRECINCT H – Broadmeadow School - Performance Ctr.
PRECINCT I – Wm. Mitchell School – Gymnasium
PRECINCT J – Wm. Mitchell School - Gymnasium

ON TUESDAY, THE TWENTY-FIFTH DAY OF JUNE, 2013

From 7:00 A.M. to 8:00 P.M. for the following purposes:

To cast their votes in the Special Town Election for the candidate for the following office:

SELECTMAN TO FILL VACANCY UNTIL APRIL 8, 2014

The Polls Will Be Open From 7:00 A.M. to 8:00 P.M.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said meeting.
Given under our hands this 28th day of May, A.D. 2013.

_____ **DANIEL P. MATTHEW,** *Chairman*
_____ **JOHN A BULIAN,** *Vice Chairman*
_____ **MAURICE P. HANDEL,** *Clerk*
_____ **MATTHEW D. BORRELLI**
Selectmen of Needham

A true copy,
ATTEST _____ **2013**
Constable (month) (day)

Warrant must be posted by **June 17, 2013,** (at least *seven days prior* to the **June 25, 2013**, Special Town Election)

FISCAL YEAR 2013
(July 1, 2012 – June 30, 2013)

TOWN CLERK'S RECORDS

OF THE

STATE PRIMARY
Thursday, September 6, 2012

SPECIAL TOWN MEETING
Monday, October 29, 2012

STATE ELECTION
Tuesday, November 6, 2012

SPECIAL TOWN ELECTION
Tuesday, November 6, 2012

SPECIAL TOWN MEETING
Monday, December 3, 2012

ANNUAL TOWN ELECTION
Tuesday, April 9, 2013

SPECIAL STATE PRIMARY
Tuesday, April 30, 2013

ANNUAL TOWN MEETING
Monday, May 6, 2013

SPECIAL TOWN MEETING
Monday, May 13, 2013

SPECIAL STATE ELECTION
Tuesday, June 25, 2013

SPECIAL TOWN ELECTION
Tuesday, June 25, 2013

FISCAL YEAR 2013
(July 1, 2012 – June 30, 2013)

TOWN CLERK'S RECORDS

OF THE

STATE PRIMARY
Thursday, September 6, 2012

SPECIAL TOWN MEETING
Monday, October 29, 2012

STATE ELECTION
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SPECIAL TOWN ELECTION
Tuesday, November 6, 2012

SPECIAL TOWN MEETING
Monday, December 3, 2012

ANNUAL TOWN ELECTION
Tuesday, April 9, 2013

SPECIAL STATE PRIMARY
Tuesday, April 30, 2013

ANNUAL TOWN MEETING
Monday, May 6, 2013

SPECIAL TOWN MEETING
Monday, May 13, 2013

SPECIAL STATE ELECTION
Tuesday, June 25, 2013

SPECIAL TOWN ELECTION
Tuesday, June 25, 2013

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RECORD OF THE STATE PRIMARY
Thursday, September 6, 2012

Pursuant to a Warrant issued by the Selectmen October 13, 2009 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Thursday, the sixth day of September in the year 2012 at seven o'clock in the forenoon for the purpose of nominating State and Country officers. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
Precinct B - Hillside School - Gymnasium
Precinct C – High Rock School – Media Center
Precinct D – High Rock School – Media Center
Precinct E - Pollard Middle School – Inner Room
Precinct F - Stephen Palmer Community Room
Precinct G – Broadmeadow School - Gymnasium
Precinct H – Broadmeadow School - Gymnasium
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	10	18	16	18	10
9:00 A.M.	26	38	44	64	48
10:00 A.M	37	59	55	91	52
11:00 A.M.	58	117	78	105	67
12:00 NOON	76	131	91	128	85
1:00 P.M.	88	155	113	149	98
2:00 P.M.	119	181	133	168	113
3:00 P.M.	128	193	140	184	122
4:00 P.M.	142	215	157	199	141
5:00 P.M.	185	238	184	225	170
6:00 P.M.	222	273	206	258	228
7:00 P.M.	245	313	252	295	291
8:00 P.M.	279	341	291	323	310

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	0	0
8:00 A.M.	21	12	12	16	28
9:00 A.M.	50	27	32	53	79
10:00 A.M.	67	97	120	79	92
11:00 A.M.	80	114	144	98	105
12:00 NOON	108	142	172	119	132
1:00 P.M.	128	162	194	135	139
2:00 P.M.	156	173	209	158	162
3:00 P.M.	190	192	228	169	176
4:00 P.M.	210	224	245	185	196
5:00 P.M.	238	252	302	212	217
6:00 P.M.	273	285	339	254	265
7:00 P.M.	322	342	413	305	309
8:00 P.M	349	385	457	336	345

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 9:45 P.M., September 6, 2012.

The total number of votes cast was as follows:

	Democrat	Republican	Green-Rainbow	Total
Precinct A	202	77	0	279
Precinct B	224	117	0	341
Precinct C	198	95	0	293
Precinct D	242	84	0	326
Precinct E	211	101	0	312
Precinct F	246	104	1	351
Precinct G	285	99	1	385
Precinct H	306	153	0	459
Precinct I	245	93	0	338
Precinct J	243	103	0	346
TOTAL	**2,402**	**1,026**	**2**	**3,430**

(The absentee ballots are included in the Total Vote)
TOTAL VOTE CAST – 3,430
(16.49 % of 20,788 Registered Voters including 1,029 inactive voters)

The result of the balloting was as follows:

	A	B	C	D	E	F	G	H	I	J	TOTAL
DEMOCRATIC PARTY											
Total # of Votes Cast	**202**	**224**	**198**	**242**	**211**	**246**	**285**	**306**	**245**	**243**	**2,402**
SENATOR IN CONGRESS (Vote for One)											
Elizabeth A. Warren	179	210	170	225	192	221	254	271	217	213	2,152
Write-In: Scott P. Brown	0	1	1	1	0	3	4	2	1	2	15
Scattered Write-Ins	3	0	3	3	4	0	1	2	1	3	19
Blanks	20	13	24	13	15	22	26	31	26	25	216
REPRESENTATIVE IN CONGRESS (Fourth District) (Vote for One)											
Rachel E. Brown	14	12	15	14	11	7	11	13	7	8	112
Joseph P. Kennedy, III	177	198	170	215	186	224	239	276	222	219	2,126
Herb Robinson	5	8	11	7	12	7	9	11	9	9	88
Scattered Write-Ins	1	0	0	0	1	0	0	0	0	0	2
Blanks	5	6	2	6	1	8	26	6	7	7	74
COUNCILLOR (Second District) (Vote for One)											
Brian M. Clinton	39	35	33	59	43	45	63	59	45	60	481
Robert L. Jubinville	47	51	51	59	56	73	77	79	77	62	632
Patrick J. McCabe	15	29	16	29	15	20	26	22	19	21	212
Bart Andrew Timilty	43	46	30	32	25	41	35	54	30	41	377
Scattered Write-Ins	1	0	1	1	1	0	0	0	0	1	5
Blanks	57	63	67	62	71	67	84	92	74	58	695
SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District) (Vote for One) (Precincts A,B,C,I, and J)											
No Nomination											
Scattered Write-Ins	47	53	25	X	X	X	X	X	34	41	200
Blanks	155	171	173	X	X	X	X	X	211	202	912
SENATOR IN GENERAL COURT (Norfolk and Suffolk District) (Vote for One) (Precincts D,E,F,G, and H)											
Michael F. Rush	X	X	X	168	133	171	167	204	X	X	843
Scattered Write-Ins	X	X	X	1	0	2	1	2	X	X	6
Blanks	X	X	X	73	78	73	117	100	X	X	441
REPRESENTATIVE IN GENERAL COURT (Thirteenth Norfolk District) (Vote for One)											
Denise C. Garlick	172	195	165	206	181	212	231	263	206	207	2,038
Scattered Write-Ins	1	1	1	2	2	0	0	0	3	1	11
Blanks	29	28	32	34	28	34	54	43	36	35	353
CLERK OF COURTS (Norfolk County) (Vote for One)											
Walter F. Timilty, Jr.	139	158	132	164	137	169	168	208	160	165	1,600
Scattered Write-Ins	2	0	2	0	0	1	0	1	0	1	7
Blanks	61	66	64	78	74	76	117	97	85	77	795

	A	B	C	D	E	F	G	H	I	J	TOTAL
DEMOCRATIC PARTY											
Total # of Votes Cast	**202**	**224**	**198**	**242**	**211**	**246**	**285**	**306**	**245**	**243**	**2,402**
REGISTER OF DEEDS (Norfolk District) (Vote for One)											
William P. O'Donnell	144	156	134	164	133	166	177	207	160	167	1,608
Scattered Write-Ins	2	1	2	0	0	1	0	1	0	1	8
Blanks	56	67	62	78	78	79	108	98	85	75	786
COUNTY COMMISSIONER (Norfolk County) (Vote for Not More Than Two)											
John W. Gillis	95	120	104	129	99	114	106	142	118	117	1,144
Francis W. O'Brien	129	140	126	144	121	146	158	173	142	151	1,430
Scattered Write-Ins	1	0	4	0	0	0	0	2	1	2	10
Blanks	179	188	162	211	202	232	306	295	229	216	2,220

	A	B	C	D	E	F	G	H	I	J	TOTAL
REPUBLICAN PARTY											
Total # of Votes Cast	**77**	**117**	**95**	**84**	**101**	**104**	**99**	**153**	**93**	**103**	**1,026**
SENATOR IN CONGRESS (Vote for One)											
Scott P. Brown	74	114	93	79	99	102	93	150	85	101	990
Scattered Write-Ins	0	1	1	1	0	1	0	1	1	0	6
Blanks	3	2	1	4	2	1	6	2	7	2	30
REPRESENTATIVE IN CONGRESS (Fourth District) (Vote for One)											
Sean Bielat	49	69	71	66	79	69	70	118	66	78	735
Elizabeth Childs	19	30	10	15	17	22	18	27	19	19	196
David L. Steinhof	4	8	8	1	1	9	2	2	4	3	42
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	5	10	6	2	4	4	9	6	4	3	53
COUNCILLOR (Second District) (Vote for One)											
Earl H. Sholley	54	73	69	53	59	69	62	88	55	61	643
Scattered Write-Ins	0	0	0	0	0	1	0	1	0	0	2
Blanks	23	44	26	31	42	34	37	64	38	42	381
SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District) (Vote for One) (Precincts A,B,C,I, and J)											
Richard J. Ross	56	84	76	X	X	X	X	X	63	81	360
Scattered Write-Ins	0	0	0	X	X	X	X	X	0	0	0
Blanks	21	33	19	X	X	X	X	X	30	22	125

	A	B	C	D	E	F	G	H	I	J	TOTAL
REPUBLICAN PARTY											
Total # of Votes Cast	**77**	**117**	**95**	**84**	**101**	**104**	**99**	**153**	**93**	**103**	**1,026**
SENATOR IN GENERAL COURT (Norfolk and Suffolk District) (Vote for One) (Precincts D,E,F,G, and H)											
No Nomination											
Scattered Write-Ins	X	X	X	12	12	13	12	14	X	X	63
Blanks	X	X	X	72	89	91	87	139	X	X	478
REPRESENTATIVE IN GENERAL COURT (Thirteenth Norfolk District) (Vote for One)											
No Nomination											
Scattered Write-Ins	9	19	8	11	8	9	8	7	8	15	102
Blanks	68	98	87	73	93	95	91	146	85	88	924
CLERK OF COURTS (Norfolk County) (Vote for One)											
No Nomination											
Scattered Write-Ins	11	13	6	8	4	8	5	8	7	13	83
Blanks	66	104	89	76	97	96	94	145	86	90	943
REGISTER OF DEEDS (Norfolk District) (Vote for One)											
No Nomination											
Scattered Write-Ins	11	12	5	6	4	8	4	7	6	10	73
Blanks	66	105	90	78	97	96	95	146	87	93	953
COUNTY COMMISSIONER (Norfolk County) (Vote for Not More Than Two)											
No Nomination											
Scattered Write-Ins	14	9	6	4	3	5	4	6	6	10	67
Blanks	140	225	184	164	199	203	194	300	180	196	1,985

	A	B	C	D	E	F	G	H	I	J	TOTAL
GREEN-RAINBOW PARTY											
Total # of Votes Cast	**0**	**0**	**0**	**0**	**0**	**1**	**1**	**0**	**0**	**0**	**2**
SENATOR IN CONGRESS (Vote for One)											
No Nomination											
Scattered Write-Ins	0	0	0	0	0	1	1	0	0	0	2
Blanks	0	0	0	0	0	0	0	0	0	0	0
REPRESENTATIVE IN CONGRESS (Fourth District) (Vote for One)											
No Nomination											
Scattered Write-Ins	0	0	0	0	0	1	0	0	0	0	1
Blanks	0	0	0	0	0	0	1	0	0	0	1

	A	B	C	D	E	F	G	H	I	J	TOTAL
GREEN-RAINBOW PARTY											
Total # of Votes Cast	**0**	**0**	**0**	**0**	**0**	**1**	**1**	**0**	**0**	**0**	**2**
COUNCILLOR (Second District) (Vote for One)											
No Nomination											
Scattered Write-Ins	0	0	0	0	0	1	1	0	0	0	2
Blanks	0	0	0	0	0	0	0	0	0	0	0
SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District) (Vote for One) (Precincts A,B,C,I, and J)											
No Nomination											
Scattered Write-Ins	0	0	0	X	X	X	X	X	0	0	0
Blanks	0	0	0	X	X	X	X	X	0	0	0
SENATOR IN GENERAL COURT (Norfolk and Suffolk District) (Vote for One) (Precincts D,E,F,G, and H)											
No Nomination											
Scattered Write-Ins	X	X	X	0	0	0	0	0	X	X	0
Blanks	X	X	X	0	0	1	1	0	X	X	2
REPRESENTATIVE IN GENERAL COURT (Thirteenth Norfolk District) (Vote for One)											
No Nomination											
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	0	0	0	0	0	1	1	0	0	0	2
CLERK OF COURTS (Norfolk County) (Vote for One)											
No Nomination											
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	0	0	0	0	0	1	1	0	0	0	2
REGISTER OF DEEDS (Norfolk District) (Vote for One)											
No Nomination											
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	0	0	0	0	0	1	1	0	0	0	2
COUNTY COMMISSIONER (Norfolk County) (Vote for Not More Than Two)											
No Nomination											
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	0	0	0	0	0	2	2	0	0	0	4

The ballots casts in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 9:45 P.M., September 6, 2012.

Theodora K. Eaton, MMC
Town Clerk

A true Copy
ATTEST:

RECORD OF SPECIAL TOWN MEETING
Monday, October 29, 2012

Pursuant to a Warrant issued by the Selectmen September 18, 2012 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Great Hall at the Needham Town Hall, Monday, October 29, 2012, at 7:30 o'clock in the afternoon.

The Moderator, Michael K. Fee, called the meeting to order at 7:30 o'clock.

The Moderator observed that a quorum was not present due to Hurricane Sandy and adjourned the meeting to Tuesday, November 13, 2013 at 7:30 P.M.

Adjourned at 7:35 P.M., October 29, 2012.

Theodora K. Eaton, MMC
Town Clerk

A true Copy
ATTEST:

RECORD OF THE STATE ELECTION
Tuesday, November 6, 2012

Pursuant to a Warrant issued by the Selectmen October 2, 2012 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the sixth day of November in the year 2012 at seven o'clock in the forenoon for the purpose of nominating State and County officers. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Warrant and the Officer's Return were read by the Wardens of the Precincts.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
Precinct B - Hillside School - Gymnasium
Precinct C - Newman School - Gymnasium
Precinct D – Newman School - Gymnasium
Precinct E - Pollard Middle School - Room 226
Precinct F - Stephen Palmer Community Room
Precinct G – Broadmeadow School – Performance Ctr.
Precinct H – Broadmeadow School – Performance Ctr.
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

Because of problems at some of the polls due to jamming of the double ballots, some records were not available during each hour. Machines at Precincts B. E. G. and H had to be replaced due to malfunction problems caused by the double ballots. The following counts also apply to both the State Election and the Special Town Election. The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	275	-	390	221	262
9:00 A.M.	510	-	725	572	-
10:00 A.M	859	-	907	862	-
11:00 A.M.	998	-	1281	1152	-
12:00 NOON	1208	-	1543	1434	-
1:00 P.M.	1500	-	1798	1672	-
2:00 P.M.	1786	-	1901	1860	-
3:00 P.M.	1890	-	2136	2047	-
4:00 P.M.	1920	-	2357	-	2100
5:00 P.M.	2201	-	2631	2622	2610
6:00 P.M.	2388	-	2903	2870	2900
7:00 P.M.	3000	-	-	3182	3127
8:00 P.M.	3568	1721	-	3495	3333

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	0	0
8:00 A.M.	268	-	-	273	290
9:00 A.M.	522	327	-	586	556
10:00 A.M.	838	717	-	872	845
11:00 A.M.	1172	-	-	1144	1181
12:00 NOON	1490	-	-	1440	1428
1:00 P.M.	1743	-	-	1674	1616
2:00 P.M.	1888	-	-	1820	1771
3:00 P.M.	2076	-	-	2044	1934
4:00 P.M.	2280	998	-	2269	2182
5:00 P.M.	2497	-	-	2553	2264
6:00 P.M.	2739	-	-	2980	2424
7:00 P.M.	3054	2287	-	3247	2728
8:00 P.M.	3459	2931	3629	3568	2862

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 11:12 P.M., November 6, 2012.

The total number of votes cast was as follows:
(Includes 9 overseas absentee ballots received by tenth day following the election)

	Total
Precinct A	1555
Precinct B	1721
Precinct C	1819
Precinct D	1745
Precinct E	1683
Precinct F	1792
Precinct G	1473
Precinct H	1813
Precinct I	1786
Precinct J	1682

(The absentee ballots are included in the Total Vote)
(The votes of the additional overseas absentee ballots Postmarked by November 6, 2012 and received by November 16, 2012 are included on the following pages)

TOTAL VOTE CAST – 17419
(85.01% of Registered Voters)

The result of the balloting was as follows:

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	1570	1745	1838	1756	1873	1821	1483	1825	1812	1696	17,419
ELECTORS FOR PRESIDENT AND VICE PRESIDENT (Vote for One)											
Johnson and Gray	16	12	14	10	17	19	14	14	8	15	139
Obama and Biden	942	1017	1034	1061	1099	1175	896	1045	1139	1040	10448
Romney and Ryan	597	677	749	667	744	616	562	749	633	617	6,611
Stein and Honkala	5	7	7	5	6	3	6	1	5	7	52
Scattered Write-Ins	3	6	2	1	1	0	1	1	2	1	18
Blanks	7	26	32	12	6	8	4	15	25	16	151
SENATOR IN CONGRESS (Vote for One)											
Scott P. Brown	722	815	926	831	902	782	702	918	818	769	8,185
Elizabeth A. Warren	835	899	873	908	962	1024	767	902	972	908	9,050
Scattered Write-Ins	1	0	1	1	0	0	0	1	0	2	6
Blanks	12	31	38	16	9	15	14	4	22	17	178
REPRESENTATIVE IN CONGRESS (Fourth District) (Vote for One)											
Sean Bielet	494	605	680	608	691	554	518	687	592	564	5,993
Joseph P. Kennedy, III	985	1039	1068	1066	1108	1181	893	1059	1143	1065	10,607
David A. Rosa	31	23	26	32	32	25	15	29	24	24	261
Scattered Write-Ins	0	0	0	2	1	1	2	1	1	3	11
Blanks	60	78	64	48	41	60	55	49	52	40	547
COUNCILLOR (Second District) (Vote for One)											
Robert L. Jubinville	811	852	877	892	911	993	730	886	940	869	8,779
Earl H. Sholley	459	544	595	537	596	491	429	567	475	506	5,199
Scattered Write-Ins	6	1	4	6	3	3	4	3	3	9	42
Blanks	294	348	362	321	363	332	320	369	376	312	3,397
SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District) (Vote for One) (Precincts A,B,C,I, and J)											
Richard J. Ross	925	1078	1141	-	-	-	-	-	1053	1021	5,218
Scattered Write-Ins	17	16	25	-	-	-	-	-	24	30	112
Blanks	628	651	672	-	-	-	-	-	735	645	3,331
SENATOR IN GENERAL COURT (Norfolk and Suffolk District) (Vote for One) (Precincts D,E,F,G, and H)											
Michael F. Rush	-	-	-	1164	1211	1230	958	1174	-	-	5,737
Scattered Write-Ins	-	-	-	27	11	16	15	18	-	-	87
Blanks	-	-	-	565	651	575	510	633	-	-	2,934
REPRESENTATIVE IN GENERAL COURT (Thirteenth Norfolk District) (Vote for One)											
Denise C. Garlick	1154	1224	1346	1320	1361	1377	1094	1325	1370	1258	12,829
Scattered Write-Ins	15	17	18	24	14	18	12	17	12	21	168
Blanks	401	504	474	412	498	426	377	483	430	417	4,422

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	1570	1745	1838	1756	1873	1821	1483	1825	1812	1696	17.419
CLERK OF COURTS (Norfolk County) (Vote for One)											
Walter F. Timilty, Jr.	1053	1133	1205	1184	1229	1230	973	1194	1200	1117	11,518
Scattered Write-Ins	10	9	17	19	10	11	11	14	4	11	116
Blanks	507	603	616	553	634	580	499	617	608	568	5,785
REGISTER OF DEEDS (Norfolk District) (Vote for One)											
William P. O'Donnell	1043	1124	1191	1187	1234	1231	975	1202	1209	1113	11,509
Scattered Write-Ins	9	9	10	18	7	12	8	19	5	17	114
Blanks	518	612	637	551	632	578	500	604	598	566	5,796
COUNTY COMMISSIONER (Norfolk County) (Vote for Not More Than Two)											
John W. Gillis	793	787	892	865	909	946	730	905	908	816	8,551
Francis W. O'Brien	769	819	943	872	952	893	757	897	948	958	8,708
Scattered Write-Ins	17	14	10	20	7	12	14	23	8	14	139
Blanks	1561	1870	1831	1755	1878	1791	1465	1825	1760	1704	17,440
QUESTION #1 (Availability of Motor Vehicle Repair Information)											
Yes	1134	1192	1367	1288	1370	1315	1098	1382	1353	1264	12,763
No	136	180	183	187	195	171	138	167	165	146	1,668
Blanks	300	373	288	281	308	335	247	276	294	286	2,988
QUESTION #2 (Prescribing Medication to End Life)											
Yes	841	870	920	906	983	948	705	868	895	858	8,794
No	645	743	785	757	808	779	702	886	827	757	7,688
Blanks	84	132	133	93	82	94	76	71	90	82	937
QUESTION #3 (Medical Use of Marijuana)											
Yes	937	975	1029	1038	1133	1095	835	1015	1047	995	10,099
No	539	626	675	625	655	630	563	725	672	602	6,312
Blanks	94	144	134	93	85	96	85	85	93	99	1,008
QUESTION #4 (Non Binding Question (Precincts A, B, C, I, and J)											
Yes	1007	1033	1129	-	-	-	-	-	1184	1048	5,401
No	232	305	316	-	-	-	-	-	260	297	1,410
Blanks	331	07	393	-	-	-	-	-	368	351	7,850
QUESTION #4 (Non Binding Question (Precincts D, E, F, G, and H)											
Yes	-	-	-	991	976	1092	799	1010	-	-	4,868
No	-	-	-	463	536	373	374	463	-	-	2,209
Blanks	-	-	-	302	361	356	310	352	-	-	1,682

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	1570	1745	1838	1756	1873	1821	1483	1825	1812	1696	17,419

QUESTION #5 (Non Binding Question)

Yes	976	1025	1108	1077	1151	1144	929	1140	1168	1051	10,769
No	237	299	316	367	377	304	259	335	261	286	3,041
Blanks	357	421	414	312	345	373	295	350	383	359	3,609

The ballots casts in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 11:12 P.M., November 6, 2012

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

RECORD OF THE SPECIAL TOWN ELECTION
Tuesday, November 6, 2012

Pursuant to a Warrant issued by the Selectmen October 2 2012 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the sixth day of November in the year 2012 at seven o'clock in the forenoon for the purpose of voting on whether or not the licensing authority in the Town of Needham be authorized to grant licenses for both the sale of all alcoholic beverages in packages not to be drunk on the premises and the sale of wine and malt beverages in packages not to be drunk on the premises. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
Precinct B - Hillside School - Gymnasium
Precinct C - Newman School – Gymnasium
Precinct D – Newman School - Gymnasium
Precinct E - Pollard Middle School – Room 226
Precinct F - Stephen Palmer Community Room
Precinct G – Broadmeadow School Performance Center
Precinct H – Broadmeadow School Performance Center
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

Because of problems at some of the polls due to jamming of the double ballots, some records were not available during each hour. Machines at Precincts B. E. G. and H had to be replaced due to malfunction problems caused by the double ballots. The following counts also apply to both the State Election and the Special Town Election. The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	275	-	390	221	262
9:00 A.M.	510	-	725	572	-
10:00 A.M	859	-	907	862	-
11:00 A.M.	998	-	1281	1152	-
12:00 NOON	1208	-	1543	1434	-
1:00 P.M.	1500	-	1798	1672	-
2:00 P.M.	1786	-	1901	1860	-
3:00 P.M.	1890	-	2136	2047	-
4:00 P.M.	1920	-	2357	-	2100
5:00 P.M.	2201	-	2631	2622	2610
6:00 P.M.	2388	-	2903	2870	2900
7:00 P.M.	3000	-	-	3182	3127
8:00 P.M.	3568	1721	-	3495	3333

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	0	0
8:00 A.M.	268	-	-	273	290
9:00 A.M.	522	327	-	586	556
10:00 A.M.	838	717	-	872	845
11:00 A.M.	1172	-	-	1144	1181
12:00 NOON	1490	-	-	1440	1428
1:00 P.M.	1743	-	-	1674	1616
2:00 P.M.	1888	-	-	1820	1771
3:00 P.M.	2076	-	-	2044	1934
4:00 P.M.	2280	998	-	2269	2182
5:00 P.M.	2497	-	-	2553	2264
6:00 P.M.	2739	-	-	2980	2424
7:00 P.M.	3054	2287	-	3247	2728
8:00 P.M.	3459	2931	3629	3568	2862

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 11:13 P.M., November 6, 2012.

The total number of votes cast was as follows:
(Includes 9 overseas absentee ballots received by tenth day following the election)

	Total
Precinct A	1486
Precinct B	1677
Precinct C	1738
Precinct D	1750
Precinct E	1701
Precinct F	1771
Precinct G	1458
Precinct H	1816
Precinct I	1782
Precinct J	1684

(The absentee ballots are included in the Total Vote)
(The votes of the additional overseas absentee ballots Postmarked by November 6, 2012 and received by November 16, 2012 are included on the following pages)

TOTAL VOTE CAST – 16,863
(81.42% of Registered Voters)

The result of the balloting was as follows:

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	1492	1680	1803	1752	1874	1779	1466	1823	1793	1691	17,153

QUESTION #1 (Package Store Licenses)

Yes	1055	1248	1312	1273	1371	1255	1082	1251	1299	1235	12,381
No	437	432	491	477	510	523	374	548	494	446	4,722
Blanks	0	0	0	2	3	1	10	24	0	10	50

The ballots casts in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 11:13 P.M., November 6, 2012.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

ADJOURNED SPECIAL TOWN MEETING
Tuesday, November 13, 2012

Pursuant to adjournment of the Special Town Meeting held Monday, October 29, 2012, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall on Tuesday, November 13, 2012 at 7:30 P.M.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 209 voters, including 208 Town Meeting Members, were checked on the list as being present.

The Moderator, Michael K. Fee, called the meeting to order at 7:30 o'clock.

At this time as is our custom, the Moderator asked Town Meeting Members to join the First Graders from Hillside School and their teacher, Ms. Hallie Daoust, in reciting the Pledge of Allegiance. The class then sang America The Beautiful and This Land is Our Land. He asked Town Meeting Member to bear in mind that this week we celebrate Veterans Day. As we pledge our allegiance to our republic, let us remember those who have taken up arms for its defense and especially those who made the ultimate sacrifice its name.

The following arrangements of the hall were noted by the Moderator:

1. Town Meeting members may only sit in the first 12 rows as indicated by the Marshals and as signified by the pylons. There are two portable microphones which must be used for comments from the floor.

2. The microphones tonight are being provided to you by McKenzie Wade and Griffin Hood from Needham High School.

3. Speakers are encouraged to speak from their seat which is in the interest of saving travel time, is encouraged. A speaker may so choose to speak from the front of the hall.

The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Moderator announced the following ground rules and these were adopted unanimously:

1. A speaker will be ruled out of order who refers to personalities or in the judgment of the Moderator, exceeds the bonds of civility. Let us remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.

2. Please rise to be recognized and address the Moderator as Chair. When a member is recognized by the Chair, please state your name and precinct clearly so that the Town Clerk may keep accurate records. If for some reason related to a disability a member cannot rise, shout "Mr. Moderator" or raise your hand high to inform the Chair so that appropriate accommodation may be made.

3. All commentary, remarks and inquiries must be addressed to the Moderator as Chair.

4. Any one entering or exiting the Hall while we are in session must use care not to disrupt the session, in particular, must not allow the doors to slam.

5. No eating, drinking or smoking is permitted in the hall.

6. No firearms or weapons are permitted in the hall.

7. No hats may be worn except by uniform personnel or for medical reasons.

8. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.9 of the Needham General By-Laws.

9. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

10. Short motions to amend and procedural motions need not be in writing.

11. Parliamentary motions known as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

12. Limits on debate shall be enforced by the Moderator.

13. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.

14. As stated in the Moderator's memorandum to Town Meeting Members in connection with our Annual Town Meeting, inappropriate conduct involving the T.V. cameras shall be dealt with swiftly by the chair and will be deemed to be out of order.

15. Rules concerning budget articles. In keeping with our tradition, I seek your unanimous consent for a rule of procedure and debate for discussion under the single budget article that will be before this Special Town Meeting, specifically Article 4. That rule would provide that a motion to amend under these articles which adds funds to a particular line item will not be in order unless the movant identifies another line item or items that will be reduced in order to fund the proposed increase.

16. Chapter 39: Section 17. Powers of moderator; preservation of order Section 17. No person shall address a town meeting without leave of the moderator, and all persons shall, at the request of the moderator, be silent. If a person, after warning from the moderator, persists in disorderly behavior, the moderator may order him to withdraw from the meeting, and, if he does not withdraw, may order a constable or any other person to remove him and confine him in some convenient place until the meeting is adjourned.

17. Unanimous consent was given to adopt the following limits of debate:

15 Minutes in total - Committee Chairpersons, Proponents, Attorneys representing proponents; subject to extension by the Moderator.

5 Minutes in total - Town Meeting Members, non-Town Meeting Members, visitors other than attorneys.

The Moderator reminded Town Meeting Members of the following amendment to the General By-Laws passed under Article 80 at the 1998 Annual Town Meeting: If two-thirds vote of The Town Meeting is required by statute; a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

The Moderator announced that the proponents no longer have an interest in Articles 8 and 15 requested unanimous consent to withdraw this article. Town Meeting Members indicated that there were no objections to the withdrawal of this article and it was voted unanimously to withdraw Article 6.

The Moderator announced that Articles 10 is subject to motions to amend or other motions from their proponents or for other reasons cannot be passed by unanimous consent.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 1. No Town Meeting Members responded with "question" or "debate" to Articles 1, 2, 3, 5, 13 and 14. The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – FIRE UNION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2013 and fiscal year 2014; or take any other action relative thereto.

Article Information: The Town and the Needham Fire Union reached agreement on a contract for fiscal year 2013 and fiscal years 2014 through 2016 that includes a wage restructuring for fiscal year 2013 and 2014, a 2.5% wage increase in fiscal year 2015, and a 1%/1% (July and January) split increase in fiscal year 2016. Among other items, the Agreement transitions the Needham Fire Union employees to the higher out-of-pocket, lower premium Rate Saver health insurance plans (along with a 1% increase as part of the sharing of the savings) and a cap on the amount of sick leave that can be "bought back" at the time of retirement from Town service.

MOVED: That the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2013 and fiscal year 2014.

ACTION: So voted by unanimous consent.

ARTICLE 2: ACCEPT THE PROVISIONS OF CHAPTER 176 OF THE ACTS OF 2011 -SUPPLEMENTAL PENSION ALLOWANCE

To see if the Town will vote to accept the provisions of Chapter 176 of the Acts of 2011: An Act Increasing the Supplemental Pension Allowance under M.G.L. c. 32 Section 12 to survivors of members who die while employed by the Town from an annual amount of $3,000 to $6,000; or take any other action relative thereto.

Article Information: Acceptance of this legislation will allow the Needham Retirement Board to increase the benefit to surviving spouses of members who die while employees. This benefit will take effect on the date that certification of acceptance is filed with the Public Employee Retirement Administration Commission and is not retroactive. Currently there are four (4) survivors who would qualify for this benefit. The increase to those survivors currently receiving the benefit would be approximately $3,300 per year in total. Acceptance of this Act will have no material impact on the annual funding required by the Town to the Retirement System.

MOVED: That the Town will vote to accept the provisions of Chapter 176 of the Acts of 2011: An Act Increasing the Supplemental Pension Allowance under M.G.L. c. 32 Section 12 to survivors of members who die while employed by the Town from an annual amount of $3,000 to $6,000.

ACTION: So voted by unanimous consent.

ARTICLE 3: APPROPRIATE FOR SOLAR ENERGY FEASIBILITY STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $15,000 for a study of the feasibility of locating solar facilities within the Town, to be spent under the direction of the Town Manager, said sum to be raised from the tax levy; or take any other action relative thereto.

Article Information: The Board of Selectmen appointed a committee to evaluate the possibility of installing solar facilities on Town property, with particular emphasis on the closed landfill at the Recycling and Transfer Station (RTS). The requested funds will provide the committee with technical expertise in the development of its recommendations.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of $15,000 for a study of the feasibility of locating solar facilities within the Town, to be spent under the direction of the Town Manager, said sum to be raised from the tax levy.

ACTION: So voted by unanimous consent.

ARTICLE 5: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting		Article	Authorized	Rescind
Rte 128 Sewer Main Relocation	2005	STM (N)	9	$3,500,000	$90,000
Kendrick Street Bridge Design	2009	ATM	46	$125,000	$35,000
RTS Construction Equipment	2009	ATM	52	$230,000	$44,000
Kendrick Street Bridge Repair	2010	ATM	35	$850,000	$100,000
Needham High School Roof	2011	ATM	38	$320,000	$240,000

or take any other action relative thereto.

Article Information: When a project is financed by borrowing, the project has been completed, and all the bills have been paid, the balance of the authorization that was not borrowed can be rescinded. A Town Meeting vote is necessary for the above authorizations to reduce the amounts that may be borrowed. After a rescission vote has been taken, the amount rescinded may not be borrowed, which frees up borrowing capacity for future projects. In some cases, the full appropriation for a project is not required, due to monies received from other sources, changes in scope, cost saving measures, or favorable bids.

MOVED: That the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting		Article	Authorized	Rescind
Rte 128 Sewer Main Relocation	2005	STM (N)	9	$3,500,000	$90,000
Kendrick Street Bridge Design	2009	ATM	46	$125,000	$35,000
RTS Construction Equipment	2009	ATM	52	$230,000	$44,000
Kendrick Street Bridge Repair	2010	ATM	35	$850,000	$100,000
Needham High School Roof	2011	ATM	38	$320,000	$240,000

ACTION: So voted by unanimous consent.

ARTICLE 13: APPROPRIATE FOR POLLARD SCHOOL BOILER DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $55,000 for engineering and design for Pollard School boiler replacement, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to met this appropriation that $18,951 be transferred from Article 8 of the May 2010 Special Town Meeting and $36,049 be transferred from Article 32 of the May 2010 Annual Town Meeting; or take any other action relative thereto.

Article Information: The 2013 – 2017 Capital Improvement Plan recommends the replacement of the Pollard School boiler in fiscal year 2014. This article seeks appropriation for design of the new boiler installation in order to ensure that the project can be completed during the 2013 summer vacation period. New high efficiency condensing boilers in conjunction with more efficient circulating pump motors and variable frequency drives will reduce the Town's consumption of natural gas and electricity. The existing duel-fired burners at the Pollard will be repurposed to the Mitchell School, enabling the Mitchell School to tie into the new gas main which was recently installed by NSTAR. This repurposing will provide a reduction of energy costs at the Mitchell School.

MOVED: That the Town will vote to to raise and/or transfer and appropriate the sum of $55,000 for engineering and design for Pollard School boiler replacement, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to met this appropriation that $18,951 be transferred from Article 8 of the May 2010 Special Town Meeting and $36,049 be transferred from Article 32 of the May 2010 Annual Town Meeting.

ACTION: So voted by unanimous consent.

ARTICLE 14: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $310,000 for improvements and repairs to

the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum to be transferred from Article 35 of the 2010 Annual Town Meeting; or take any other action relative thereto.

Article Information: The fiscal year 2013 through fiscal year 2015 recommendation for Public Works Infrastructure program appropriation was lower than in previous years in order to accommodate the financing plan for the new senior center. In making that recommendation, the Board of Selectmen made a commitment to review options for increasing the Public Works Infrastructure Program funding when possible. This article seeks to reallocate a portion of the proceeds for the Kendrick Street Bridge reconstruction which was completed, in conjunction with the City of Newton, under budget as a result of favorable pricing and site conditions.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of $310,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum to be transferred from Article 35 of the 2010 Annual Town Meeting.

ACTION: So voted by unanimous consent.

At this time the Moderator made the following announcements:

1. The Board of Selectmen requested Town Meeting Members to keep December 3, 2012 available for a short Special Town Meeting.

2. The Exchange Club of Needham is taking request for their annual citrus sale.

The Moderator then proceeded with the remaining articles beginning with Article 4:

ARTICLE 4: AMEND THE FY2013 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2013 Operating Budget adopted under Article 10 of the 2012 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
3	Group Health Insurance	$9,973,869	$9,908,775
10	Reserve Fund	$1,199,821	$1,309,072
15A	Finance Department Salary & Wages	$1,512,620	$1,600,620
15B	Finance Department Expenses	$746,495	$793,865
20A	Police Department Salary & Wages	$4,842,392	$4,884,076
20C	Police Department Capital	$200,000	$228,018
21A	Fire Department Salary & Wages	$6,079,147	$6,102,557
25C	Department of Public Works Capital	$6,500	$126,500

And to meet this appropriation that $244,621 be raised from the FY2013 tax levy, $28,018 be transferred from Insurance Proceeds in Excess of $20,000, and $120,000 be transferred from Article 4 of the March 3, 2008 Special Town Meeting; or take any other action relative thereto.

Article Information: This article is to amend the Town's operating budget for FY2013. A total of $244,621 of new revenue and $148,018 of other available funds has been identified for appropriation under this article. Another change is the transfer of $65,094 from the health insurance budget to the Police and Fire Department budgets.

The reduction to the Health Insurance budget ($65,094) is to transfer anticipated savings in the health insurance budget to the Police and Fire Department operating budgets to cover costs associated with the new collective bargaining agreement reached with the Police Union earlier this year and the Fire Union being acted upon at this Town Meeting. The reduction in the health insurance budget is reflective of the conversion from traditional HMO plans to Rate Saver Plans that the Police employees elected to choose with the new collective bargaining agreement and the Fire employees are choosing with the January 2013 conversion date.

As in prior budget years, when new revenue is identified for the Special Town Meeting in the fall, the Reserve Fund is one of the budgets that is recommended for supplemental funding. The proposed change is to increase the FY2013 Reserve Fund by $109,251.

There are proposed increases to the Finance Department salary and wages line of $88,000, and the Finance Department expense line of $47,370, some expenses of which are temporary, and others which will be ongoing. The Town is in the process of changing its accounting and financial software applications used on a system-wide basis (inclusive of the Needham Public Schools) - a process that is expected to take eighteen months to complete. During the conversion process, the Town will be running two systems, increasing some of the licensing and operating expenses of the Finance Department during FY2013 and FY2014. The set-up, validation, testing, and auditing of the new system is expected to increase the work day for a number of employees in different departments during the process, so additional funding is being sought to pay those costs (the expenses are being centralized under the Finance Department). These costs are viewed as temporary, and should cease after FY2014. The Finance Department budget is also being recommended for amendment to provide funding for a permanent technology position to support the ongoing operations and network. Funding at this time is necessary as the work is now underway with the change to the new financial applications and the integration that will be necessary with other applications. The Finance Department consulted with the Finance Committee last summer and explained the need for the additional staff person. The Finance Committee endorsed the recommendation for additional funding this fall. In addition to the increase in salary and wages for the technology position, there are some one-time equipment expenses (a computer, workstation, etc.) which are incurred this year related to the new position.

The change to the Police Department salary and wages ($41,684) and the Fire Department salary and wages ($23,410) line items reflect the transfer from the health insurance budget to implement

the provisions of the collective bargaining agreements which provided a 1% increase in wages at the time of conversion to the lower premium, higher out-of-pocket cost health insurance plan.

The $28,018 increase to the Police Department capital line is to appropriate funds to replace a Police vehicle that was declared a total loss by the Town's insurance company. The funds were received from the insurance company and are reserved specifically to purchase a replacement vehicle. Because the specific property loss resulted in a payment to the Town in excess of twenty-thousand dollars, the funds must be appropriated by Town Meeting in order for the Police Department to use the funds to purchase a replacement vehicle.

The last change is to the Department of Public Works capital line in the amount of $120,000. The Town is finalizing the work that is to be done at Walker Gordon Park this fall. The work that is to be done onsite requires additional funds as the actual bids have come in higher than the original estimate. The total project involves the grading and sequencing work which incorporates 174 Charles River Street property with Walker Gordon ($256,644), new fencing ($24,385), baseball field including backstops, fencing, foul poles and player benches ($43,017), irrigation ($27,611), and parking lot improvements ($18,613) for a total of $370,270. The recommended transfer of $120,000 provides the additional funds to have the work completed and provides a contingency of $13,730. The $120,000 would be transferred from the athletic facility improvements capital project article that was approved at the March 3, 2008 Special Town Meeting. This represents the available balance of that project which is not required to finish the work intended at DeFazio.

MOVED: That the Town will vote to amend and supersede certain parts of the fiscal year 2013 Operating Budget adopted under Article 10 of the 2012 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
3	Group Health Insurance	$9,973,869	$9,908,775
10	Reserve Fund	$1,199,821	$1,309,072
15A	Finance Department Salary & Wages	$1,512,620	$1,600,620
15B	Finance Department Expenses	$746,495	$793,865
20A	Police Department Salary & Wages	$4,842,392	$4,884,076
20C	Police Department Capital	$200,000	$228,018
21A	Fire Department Salary & Wages	$6,079,147	$6,102,557
25C	Department of Public Works Capital	$6,500	$126,500

And to meet this appropriation that $244,621 be raised from the FY2013 tax levy, $28,018 be transferred from Insurance Proceeds in Excess of $20,000, and $120,000 be transferred from Article 4 of the March 3, 2008 Special Town Meeting.

Mr. Richard M. Riley, Chairman, addressed this article on behalf of the Finance Committee. The Finance Committee recommends adoption of this article.

Mr. Matthew D. Borrelli, Selectman, advised that this article amends the Fiscal Year 2012 Operating Budget. The Board of selectmen unanimously recommends adoption of this aritlce.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 5 was voted by unanimous consent earlier this evening.

ARTICLE 6: AMEND ZONING BY-LAW – HEIGHT LIMITATION EXCEPTIONS

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.2 Dimensional Regulations for Rural Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.2 Height Limitation Exceptions, by adding the following after the first sentence:

"Notwithstanding the foregoing sentence, a municipal building or structure located on a lot in excess of twenty (20) acres created by deed or plan, endorsed or recorded before September 1, 2012, may be as high as fifty (50) feet, provided the building or structure contains no more than one story, is used primarily for storage purposes and is located at least two hundred (200) feet from all property lines."

Or take any other action relative thereto.

Article Information: This article proposes to amend the section of the Zoning By-Law that limits the height of a municipal building or structure in the Rural Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts. The amendment is offered by the Planning Board in an effort to enable the construction of the Town's salt storage building proposed to be sited at the Recycling and Transfer Station located on Central Avenue. The amendment would allow a municipal building or structure in the Rural Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts having a height of up to fifty feet, provided the building or structure contains no more than one story, is used primarily for storage purposes, is located on a lot in excess of twenty acres, and is sited at least two hundred feet from all property lines. Currently, in the above-noted districts, the height of a municipal building or structure is limited to forty feet.

MOVED: That the Town will vote to amend the Needham Zoning By-Law, Section 4.2 Dimensional Regulations for Rural Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.2 Height Limitation Exceptions, by adding the following after the first sentence:

"Notwithstanding the foregoing sentence, a municipal building or structure located on a lot in excess of twenty (20) acres created by deed or plan, endorsed or recorded before September 1, 2012, may be as high as fifty (50) feet, provided the building or structure contains no more than one story, is used primarily for storage purposes and is located at least two hundred (200) feet from all property lines."

Mr. Bruce T. Eisenhut, member, addressed this proposal on behalf of the Planning Board. He explained that this proposal is to permit the town to build a salt storage building at the Recycling and Transfer Station located on Central Avenue. The Planning Board unanimously urges support of this article.

Mr. Maurice P. Handel, Selectman, stated that the Board of Selectmen unanimously recommends adoption of this article.

Mr. John P. Connelly, member, unanimously recommended adoption on behalf of the Finance Committee. He noted that this project is eligible for state funding.

In response to an inquiry from Mr. Robert E. Deutsch, Mr. Eisenhut explained that a variance is not allowed.

ACTION : The main motion was presented and carried by the required two-thirds vote on a voice vote.

ARTICLE 7: AMEND ZONING BY-LAW – MINIMUM SIDE AND REAR LINE SETBACKS: ACCESSORY STRUCTURES

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.2 Dimensional Regulations for Rural Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.3 Minimum Side and Rear Line Setbacks: Accessory Structures, by adding the following sentence to the end of the paragraph:

"Notwithstanding the foregoing, an accessory building or structure associated with a pool use which is less than eleven (11) feet in height and has less than one-hundred (100) square feet of ground coverage need not comply with the foregoing ten (10) foot distance from any other building or structure requirement as said requirement pertains to the placement of the accessory building or structure from the edge of the pool, provided that such accessory building or structure is placed no less than eight (8) feet from the edge of the pool."

Or take any other action relative thereto.

Article Information: Presently, in the Rural Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, accessory buildings and structures (excepting fences) are required to be placed at least ten feet from any other building or structure on the lot. This article would permit an exception to the above-noted rule for an accessory building or structure associated with a pool use. In the subject case, an accessory building or structure associated with a pool use would be permitted to be placed eight feet from the edge of the pool, provided the building or structure was less than eleven feet in height and had less than one-hundred square feet of ground coverage. All other dimensional setback requirements from abutting properties and from streets and ways would remain unchanged.

MOVED: That the Town will vote amend the Needham Zoning By-Law, Section 4.2 Dimensional Regulations for Rural Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.3 Minimum Side and Rear Line Setbacks: Accessory Structures, by adding the following sentence to the end of the paragraph:

"Notwithstanding the foregoing, an accessory building or structure associated with a pool use which is less than eleven (11) feet in height and has less than one-hundred (100) square feet of ground coverage need not comply with the foregoing ten (10) foot distance from any other building or structure requirement as said requirement pertains to the placement of the accessory building or structure from the edge of the pool, provided that such accessory building or structure is placed no less than eight (8) feet from the edge of the pool."

Mrs. Jeanne S. McKnight, member, addressed this proposal on behalf of the Planning Board. She explained that accessory buildings and structures are required to be placed at least ten feet from any other building or structure on the lot. This article would permit an exception to the rule for an accessory building or structure associated with a pool use such as a pool house. The Planning Board unanimously supports this article.

Mr. Maurice P. Handel, Selectmen, recommended adoption of this proposal on behalf of the Board of Selectmen.

In response to an inquiry from Mr. Richard S. Mann, this would apply to both above ground and in-ground pools.

ACTION : The main motion was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and carried by the required two-thirds vote declared on a voice vote.

ARTICLE 8 was withdrawn at the beginning of this evening.

ARTICLE 9: CITIZENS' PETITION - BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

The Selectmen shall appoint a bicycle and pedestrian advisory committee to prepare and recommend a comprehensive Bicycle and Pedestrian plan for the town, to include improvements to streets, sidewalks, street crossings and the proposed rail trails. The committee may consult with and make recommendations to individuals, departments, agencies and committees. The committee shall recommend a proposed Needham Bicycle and Pedestrian plan to the selectmen for their adoption.

Article Information: This article proposes creation of a Town Bicycle and Pedestrian Advisory Committee. Currently, Town transportation and recreational bicycling matters are primarily addressed by the Town's Traffic Management Advisory Committee (TMAC), Department of Public Works, and Park and Recreation Commission, depending on the specific issues involved. The TMAC is an appointed committee charged with evaluating and making recommendations relative to vehicle, bicycle, and pedestrian traffic. The Town has adopted a bicycle plan under the auspices of the TMAC, and is in the process of implementing that plan through the efforts of the Department of Public Works.

MOVED: That The Selectmen shall appoint a bicycle and pedestrian advisory committee to prepare and recommend a

comprehensive Bicycle and Pedestrian plan for the town, to include improvements to streets, sidewalks, street crossings and the proposed rail trails. The committee may consult with and make recommendations to individuals, departments, agencies and committees. The committee shall recommend a proposed Needham Bicycle and Pedestrian plan to the selectmen for their adoption.

Mr. Thomas Connors, petitioner for a Rail Trail Committee, presented a slide show outlining the pros for creating this committee.

A motion to refer the subject matter of Article 9 to the Board of Selectmen was offered by Selectman Daniel P. Matthews. He explained that there are transportation and recreational areas in the town and the Traffic Management Advisory Committee deals with the traffic situation and the Park & Recreation Commission and Department of Public Works deals with the recreation areas. He noted that the Board is opposed to creating an additional Committee with a broad scope. He requested that Town Meeting allow the Board to keep the current framework and the Board will include all groups.

Ms. Cass Staley, resident, stated that it is important to raise discussion. She noted that the Needham Bikes have worked with the Traffic Management Advisory Committee. Her bike group would like bikes and cars to co-exist.

The motion to refer was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and carried by majority vote declared on a voice vote.

ARTICLE 10: APPROPRIATE FOR SOUTH STREET HOME - CHARLES RIVER ARC

To see if the Town will vote to raise and/or transfer and appropriate the sum of $500,000 for the construction by the Charles River Center of an accessible home for individuals with disabilities, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Housing Reserve; or take any other action relative thereto.

Article Information: The Charles River Center (Charles River ARC) has recently purchased property on South Street and is seeking funding to construct a group home for 5-6 adults with developmental disabilities. The request is for $500,000, but based on funds that are anticipated from other resources that will be finalized in October, the amount that will actually be requested will be less than $500,000. The Charles River Center has already purchased the property and will rely on architectural designs created for a home being built in another community. If approved, this project would increase the Town's number of affordable units by five.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of $500,000 for the construction by the Charles River Center of an accessible home for individuals with disabilities, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Housing Reserve.

A motion to amend was offered by Mr. Mark J. Gluesing that the main motion under Article 10 be amended by deleting the sum "$500,000" and inserting in place thereof the sum "$220,000".

Mrs. Adelaide C. Young, member, addressed this proposal on behalf of the Community Preservation Committee. She explained that this project is to help fund the construction of a South Street home purchased by the Charles River Center (Charles River ARC) for up to five or six individuals with disabilities. The sum of $280,000 received from Home Funds supports the reduced sum of $220,000.

Mr. Maurice P. Handle, Selectman, advised that the Board of Selectmen unanimously recommends adoption of the article.

Mr. Richard J. Lunetta, member, advised that the Finance Committee also recommended adoption of this proposal.

Sheila G. Pransky, Town Meeting Member and former member of the Needham Housing Authority, stated that she is not opposing this article, but wanted to clarify that Home Funds are part of the community funds.

Unanimous consent was given to permit Mr. Grogan, non-resident, to address Town Meeting. Mr. Grogan stated that we can try to encourage selection of Needham residents, but the list includes a regional area.

Mr. Gluesing's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried by majority vote.

VOTED: That the Town vote to raise and/or transfer and appropriate the sum of $220,000 for the construction by the Charles River Center of an accessible home for individuals with disabilities, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Housing Reserve.

ARTICLE 11: APPROPRIATE FOR RAIL TRAIL FEASIBILITY STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $35,000 for a feasibility study of the abandoned rail corridor from Needham Junction to the Dover line for use as a shared use rail trail, to be spent under the direction of the Town Manager, said sum to be transferred from the CPA Open Space Reserve; or take any other action relative thereto.

Article Information: With the support of the Board of Selectmen, the Bay Colony Rail Trail Committee (BCRTC) is seeking $35,000 to engage in an engineering study in order to provide answers to the Board of Selectmen and others on the feasibility of creating a rail trail that would begin near Needham Junction on Chestnut Street and continue to the Charles River. Some of the issues to be studied include access to the rail trail from the Chestnut Street area, possible parking areas for trail users, ADA considerations, and the integrity of the timber bridge crossing the Charles River. BCRTC has already been reaching out to close abutters of the possible rail trail, and the study will include public workshops for input. BCRTC is also working with the Town of Dover and the Town of Medfield, as the long-term vision is to have a seven-mile trail extending from Needham Junction to Medfield, and participates in a three-town working group of board/staff members from each town. As long-term discussions are still underway between Needham and Newton on a variety of

transportation needs between the two communities, this current project does not include the unused rails extending beyond the Needham Heights station.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of $35,000 for a feasibility study of the abandoned rail corridor from Needham Junction to the Dover line for use as a shared use rail trail, to be spent under the direction of the Town Manager, said sum to be transferred from the CPA Open Space Reserve.

Mr. Reginald C. Foster, member, advised that the Community Preservation Committee voted unanimously to recommend adoption of this article. He explained that this proposal is to appropriate money for a feasibility study of the southern stretch of the abandoned rail trail from Needham Junction to the Dover line.

Mr. Michael J. Retsky, Chairman, stated that the Park & Recreation Commission also voted unanimously to recommend adoption of this proposal.

Ms. Kathleen M. Phelps, Attorney for the Bay Colony Rail Trail, also spoke in favor of this article.

In response, Mr. Gerald A. Wasserman, Chairman, Board of Selectmen, indicated that this as a good example of a joint working group/town group process. He further noted that this process will include public hearings. The Board of Selectmen unanimously supports this article.

Mr. Richard M. Reilly, Chairman, stated that this is an appropriate use of Community Preservation Committee funds and the Finance Committee recommends approval.

Mrs. Catherine E. Kurkjian questioned the possibility of selling the steel rails and also asked about studying the northern section of the rail trail at the same time. The Moderator indicated that this was beyond the four corners of the article.

In response to an inquiry from Paul G. Smith,, Kathleen Phelps stated that the ownership of the bridge between Needham and Dover belongs one half to Dover and one half to Needham. She also explained that Dover and Medfield approved $5000 and $1000 respectively towards this project.

Mr. Foster explained that all three towns are involved in this study, however with two miles of rail trail in Needham this is a good benefit to our town.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 12: APPROPRIATE FOR GREENE'S FIELD IMPROVEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $445,000 for the renovation of Greene's Field including the installation of a play structure, to be spent under the direction of the Town Manager, said sum to be transferred from the CPA Open Space Reserve; or take any other action relative thereto.

Article Information: It has been two years since the Greene's Field play structure was removed, and with the assistance of the Greene's Field Play Structure Advisory group, the Town has reviewed the needs of the whole park. The request for $445,000 is for the creation of a new playground area, with equipment for young children and school-aged children; the restoration of the 60' diamond and small multi-purpose field; restoration of the basketball court; and the addition of a small walking path. A Greene's Field fundraising group has already begun the effort to raise at least $50,000 towards this project, as the overall cost is anticipated to be closer to $500,000.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of $445,000 for the renovation of Greene's Field including the installation of a play structure, to be spent under the direction of the Town Manager, said sum to be transferred from the CPA Open Space Reserve.

Susan D. Bonaiuto, member and liaison to the Board of Selectmen, addressed this proposal on behalf of the Community Preservation Committee. She explained that the State statute was revised to allow funds to be used for recreational purposes. She urged support of this article for the Green's Field Improvement project.

Mr. John A. Bulian, Selectman, indicated that he is ecstatic about this proposal and advised that the Board of Selectmen voted unanimously to support this project.

Lisa W. Zappala, member, stated that the Finance Committee reviewed this proposal and unanimously recommended adoption of this article.

In response to an inquiry from Deborah S. Winnick, there will be a balance of $220,000 in the Open Space Reserve.

In response to an inquiry from Michael L. Niden, Mr. Edward Olson, Superintendent of Parks and Forestry, stated that there is no problem with the use of sod and noted it is very durable.

In response to an inquiry from Holly Anne Clark regarding additional requests for funding, Mr. Bulian stated that there is private funding of approximately $13,000 and private solicitation is just beginning. If there was a shortfall, these recreational structures can be scaled back if necessary.

In response to an inquiry from David C. Harris, Mr. Mark J. Gluesing, CPC member, explained that artificial turf is not eligible under the current funding method.

In response to an inquiry from Robert E. Deutsch, Mr. Bulian advised that this is a dual age project including age groups of three to seven years and seven to twelve years.

In response to an inquiry from Jeanne S. McKnight, Susan D. Bonaiuto reiterated that the state revised its regulations to include recreational use.

After a lengthy discussion, a motion to move the previous question was offered by Mr. John F. Milligan. The motion was presented and carried by two thirds vote declared on a voice vote.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 13 was voted by unanimous consent earlier this evening.

ARTICLE 14 was voted by unanimous consent earlier this evening.

ARTICLE 15 was withdrawn at the beginning of this evening.

ARTICLE 16: APPROPRIATE FOR RTS REMEDIATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $400,000 for soil remediation and removal and associated costs at the Recycling/Transfer Station, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Chapter 44 of the General Laws or any other enabling authority; or take any other action relative thereto.

Article Information: The consultant engaged by the Permanent Public Building Committee to conduct the feasibility of relocating the salt shed to the Recycling/Transfer Station (RTS) has identified the potential need for soil remediation and removal at the site in the area of the excavation. The requested appropriation of $400,000 represents the high end of the estimated cost. Because any soil contamination that may be encountered is an existing condition, the expense associated with remediation and removal is the responsibility of the RTS Enterprise Fund.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of $400,000 for soil remediation and removal and associated costs at the Recycling/Transfer Station, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Chapter 44 of the General Laws or any other enabling authority.

Mr. Matthew D. Borrelli, Selectman, explained that this article is to remove contaminated material at the Recycling and Transfer Station where the future salt shed is to be located. The Board of Selectmen unanimously recommends adoption.

Mr. John P. Connelly, member, addressed this proposal on behalf of the Finance Committee. He explained that the Town Manager met with the Permanent Public Building Committee to discuss the situation and to retest the location of the existing salt shed. The only other site was more costly due to ledge. The Finance Committee unanimously recommends adoption.

In response to an inquiry from Glenn S. Orenstein, Mr. George Kent, Chairman, Permanent Public Building Committee, advised that there will be a barrier to prevent salt from permeating into the ground water.

In response to an inquiry from Arthur Wailitt, Mr. Kent stated that his committee observed odors at the proposed location of the new salt shed area and hope to disturb the ground as little as possible.

Mr. Borrelli advised Paul A. Siegenthaler that the salt shed will be funded through Chapter 90 funds and that's why Article 15 was withdrawn.

In response to an inquiry from Lawrence J. Cohen regarding the condition of soil at the current salt shed area, Mr. Kent noted that it appears that the salt shed structure at Dedham Avenue is in disrepair, but there is no knowledge of soil contamination.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 17: APPROPRIATE FOR PROPERTY ACQUISITION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,100,000 for the acquisition of real property known as 51 Lincoln Street, and associated improvements thereto, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

Article Information: The acquisition of 51 Lincoln Street will complement the acquisition of 59 Lincoln Street and 89 School Street that were approved by the Special Town Meeting in May, 2012 and the acquisition of 37-39 Lincoln Street that was approved by the Annual Town Meeting in May, 2012. The consolidation of these parcels under Town ownership will augment the amount of municipal parking in Needham Center, and will allow for the future expansion of the Police and Fire Station which is immediately adjacent to the property. The parcel will be immediately available to satisfy the existing lack of parking at the two stations.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of $1,100,000 for the acquisition of real property known as 51 Lincoln Street, and associated improvements thereto, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7.

Mr. Gerald A. Wasserman, Chairman, addressed this proposal on behalf of the Board of Selectmen. He explained that Town Meeting previously approved the purchase of three lots on Lincoln Street. #51 Lincoln Street was not for sale at the time, but it is now. He further noted that this additional lot will supply more parking and expansion for the Police and Fire Stations. The Board of Selectmen urges support of this proposal.

Mr. Richard S. Creem, member, addressed this proposal on behalf of the Finance Committee. This purchase will address both the short and long term needs of the Police and Fire Stations

The Town has a unique opportunity to remedy an existing problem – inadequate area parking for both the public and the Town's public safety functions – as well as to set the stage for addressing a long-term need: The improvement and expansion of Needham's primary public safety building. In recent years, the Finance Committee has asked both the Police Chief and the Fire Chief what each would regard as most beneficial to his department beyond annual operating and cash capital needs. Each has

emphasized the critical need for additional, updated and modernized work space within his facility.

If approved, the Town would purchase this property by borrowing the necessary funds through debt service to be paid within the tax levy. As a reminder, the Town's annual general fund debt service is, as a matter of Finance Committee and Board of Selectmen policy, capped at 3% of General Fund Revenue.

The Finance Committee has reviewed the Town Finance Director's updated Facilities Financing Plan and current 5-year pro forma, reflecting current and anticipated projects, and finds that, despite some expected slowing in the growth of revenue – even under conservative assumptions – as well as the Town's heavy reliance in recent years on the tax levy for major capital projects, the Town has adequate capacity within the 3% general fund debt service limit to finance this acquisition and project. It is anticipated that a portion of the annual debt service for this acquisition and project will be offset by parking fees generated by permit sales. Mr. Creem advised that the Finance Committee recommends adoption of this purchase

In response to an inquiry from Aaron Remorenko, Mr. Wasserman stated that there will be 25 – 30 parking spaces for the Police and Fire departments and the balance for public parking.

In response to an inquiry from Holly Anne Clarke, Mr. Wasserman advised that there will definitely be a public process regarding parking and public safety expansion.

Unanimous consent was given to allow Town Manager Kate Fitzpatrick, non-resident, to address Town Meeting. She responded to an inquiry from Michael L. Verdun by showing the current parking plan at the Police and Fire Stations.

After a brief discussion, a motion to move the previous question was offered by Mr. George C. Kent. The motion was presented and carried by two thirds vote declared by the Moderator.

ACTION: The main motion was presented and carried by two thirds vote declared by the Moderator on a voice vote.

At 10:15 P.M. Mr. Gerald A. Wasserman on behalf of the Board of Selectmen offered the following Resolution:

THE FOLLOWING RESOLUTION

Was offered

In Memory of Vietnam Veterans

WHEREAS: More than three million service men and women served during the thirteen years of the Vietnam war; and

WHEREAS: More than 58,000 service men and women sacrificed their lives defending our nation; and

WHEREAS: The fate of more than 1,600 service members who have not returned home remains unknown; and

WHEREAS: We honor those who served – many of whose lives were changed in ways that we are just beginning to understand; and

WHEREAS: over the next 13 years, we will remember with solemnity the events of 1962 to 1975, and offer our deep respect for those who fought valiantly for our nation;

NOW THEREFORE, be it resolved by this body that the October 29, 2012 Special Town Meeting be dissolved in honor of all Vietnam Veterans.

ACTION: At 10:15 P.M. the Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

RECORD OF SPECIAL TOWN MEETING
Monday, December 3, 2012

Pursuant to a Warrant issued by the Selectmen November 14 2012 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Great Hall at the Needham Town Hall, Monday, December 3, 2012, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 194 voters, including 191 Town Meeting Members, were checked on the list as being present.

The Moderator, Michael K. Fee, called the meeting to order at 7:30 o'clock.

The Moderator opened the meeting by wishing everyone Happy Holidays.

The following arrangements of the hall were noted by the Moderator:

1. Town Meeting members may only sit in the first 12 rows as indicated by the Marshals and as signified by the pylons. There are two portable microphones which must be used for comments from the floor.

2. The microphones tonight are being provided to you by McKenzie Wade from Needham High School.

3. Speakers are encouraged to speak from their seat which is in the interest of saving travel time, is encouraged. A speaker may so choose to speak from the front of the hall.

The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Moderator announced the following ground rules and these were adopted unanimously:

1. A speaker will be ruled out of order who refers to personalities or in the judgment of the Moderator, exceeds the bonds of civility. Let us remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.

2. Please rise to be recognized and address the Moderator as Chair. When a member is recognized by the Chair, please state your name and precinct clearly so that the Town Clerk may keep accurate records. If for some reason related to a disability a member cannot rise, shout "Mr. Moderator" or raise your hand high to inform the Chair so that appropriate accommodation may be made.

3. All commentary, remarks and inquiries must be addressed to the Moderator as Chair.

4. Any one entering or exiting the Hall while we are in session must use care not to disrupt the session, in particular, must not allow the doors to slam.

5. No eating, drinking or smoking is permitted in the hall.

6. No firearms or weapons are permitted in the hall.

7. No hats may be worn except by uniform personnel or for medical reasons.

8. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.9 of the Needham General By-Laws.

9. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

10. Short motions to amend and procedural motions need not be in writing.

11. Parliamentary motions known as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

12. Limits on debate shall be enforced by the Moderator.

13. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.

14. As stated in the Moderator's memorandum to Town Meeting Members in connection with our Annual Town Meeting, inappropriate conduct involving the T.V. cameras shall be dealt with swiftly by the chair and will be deemed to be out of order.

15. Rules concerning budget articles. There were no budget articles in this Special Town Meeting warrant. Thus the Moderator did not seek unanimous consent for a rule of procedure and debate for discussion. That rule would have provided that a motion to amend under a budget article which adds funds to a particular line item will not be in order unless the movant identifies another line item or items that will be reduced in order to fund the proposed increase.

16. Chapter 39: Section 17. Powers of moderator; preservation of order Section 17. No person shall address a town meeting without leave of the moderator, and all persons shall, at the request of the moderator, be silent. If a person, after warning from the moderator, persists in disorderly behavior, the moderator may order him to withdraw from the meeting, and, if he does not withdraw, may order a constable or any other person to remove him and confine him in some convenient place until the meeting is adjourned.

17. Unanimous consent was given to adopt the following limits of debate:

15 Minutes in total - Committee Chairpersons, Proponents, Attorneys representing proponents; subject to extension by the Moderator.

5 Minutes in total - Town Meeting Members, non-Town Meeting Members, visitors other than attorneys.

The Moderator reminded Town Meeting Members of the following amendment to the General By-Laws passed under Article 80 at the 1998 Annual Town Meeting: If two-thirds vote of The Town Meeting is required by statute; a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

The Moderator announced that there are no articles in the warrant that the proponents no longer have an interest in.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator then proceeded to call each article in the Warrant by number commencing with the one article - Article No. 1. There will be discussion and debate under Article 1.

Discussion commenced under Article 1.

ARTICLE 1: APPROVE TAX INCREMENT FINANCING PLAN AND TIF AGREEMENT

To see if the Town will vote to:

1. Approve the Tax Increment Financing (TIF) Plan and TIF Agreement among TripAdvisor, Inc., Normandy Gap-V Development Needham, LLC and the Town of Needham for property at the New England Business Center consisting of a portion of the parcels shown on Needham Town Assessor's Plan No. 300 as parcels 15 and 16 with the street addresses 410 First Avenue and 66 B Street, respectively, comprising approximately 3.5 acres and specifically delineated as 'Site Area' on a Plan entitled "Exclusive Use Plan – Building #3," dated September 21, 2012 and prepared by Tetra Tech, including designation of a TIF Zone as described in the TIF Plan, pursuant to the provisions of section 59 of Chapter 40 of the Massachusetts General Laws, which TIF Plan and Agreement provide for real estate tax exemptions over a thirteen (13) year period at the exemption rate schedule set forth therein, subject to approval by the Economic Assistance Coordinating Council (EACC) of the Commonwealth of Massachusetts; the TIF Plan, TIF Agreement and associated plan are all on file at the office of the Town Clerk; and

2. Ratify the execution of the TIF Agreement by the Board of Selectmen, and any documents related thereto, and authorize the Board of Selectmen to take such other actions as are necessary or appropriate to implement those documents; and

3. Ratify the acceptance, approval and certification of the TripAdvisor Certified Project Application by the Board of Selectmen, and authorize the Board of Selectmen to apply to the EACC under the Economic Development Incentive Program for approval and designation of the Center 128 Economic Opportunity Area, TIF Zone, TIF Plan, and such certified project; or take any other action relative thereto.

Article Information: This article would authorize the Town of Needham to enter into a tax increment financing (TIF) Agreement with the online travel company TripAdvisor, LLC, and a developer, Normandy Real Estate Partners, to attract TripAdvisor to locate its corporate headquarters to Needham, on First Avenue. Tax increment financing is a mechanism to encourage economic development by exempting, with respect to a specific project for a limited period, a portion of the increased real estate tax which would otherwise apply to the redeveloped property. A majority vote of Town Meeting is required for approval of TIF agreements negotiated by the Town.

The Board of Selectmen has adopted a set of criteria for evaluation of TIF proposals. Those include, for example, that the project is of a size, scope, and industry that will expedite the redevelopment of the business center, that the proposal creates synergy to attract other high technology firms to locate in Needham, and that it will contribute to overall improvement of the business environment in the area.

Town officials have been working with representatives of TripAdvisor and Normandy Real Estate Partners - the developer who owns the parcel and will construct the facility - to develop a plan that would make Needham and our recently rezoned business center the most attractive location for TripAdvisor's world headquarters. The proposal includes the construction of a 230,000 square foot facility in phase one, with additional phases to be considered in the future. TripAdvisor will relocate 450 full-time jobs to Needham, and, in accordance with the TIF Agreement, will create 250 new full-time jobs.

Under the TIF plan, the Town will levy the taxes associated with the increased property development, but will capture the new growth more slowly than it would have without the TIF Agreement. The TIF Agreement presented to Town Meeting for approval is for 13 years, with 76% of the incremental tax revenue exempted for the first five years, and 1% of the incremental tax revenue exempted for the remaining eight years.

Using a constant dollar, fiscal year 2012 basis, the Town would exempt approximately $1.8 million in incremental tax revenue to TripAdvisor in consideration of its investment in the property. During the same period, the Town would receive more than $6 million in new, incremental revenue. By way of comparison, if the property were to remain in its current state, the taxes owed on the property would be less than $2 million.

In addition to real estate tax benefits, business property is subject to personal property tax, which is not affected by the agreement. The presence of the development in the park is expected to have a positive impact on the Town's meal and hotel excise receipts, and also on the local economy.

The Board of Selectmen has voted unanimously to approve the TIF Agreement with TripAdvisor, determining that the relocation of the company to the New England Business Center would help the Town achieve its long-term development goals.

If the proposal is approved by Town Meeting, the parties to the Agreement will seek the approval of the Massachusetts Economic Assistance Coordinating Council at its quarterly meeting in December. If all approvals are granted, project construction is expected to begin next summer.

Copies of the agreements and related information are available at www.needhamma.gov/townmeeting.

MOVED: That the Town vote to:

1. Approve the Tax Increment Financing (TIF) Plan and TIF Agreement among TripAdvisor, Inc., Normandy Gap-V Development Needham, LLC and the Town of Needham for property at the New England Business Center consisting of a portion of the parcels shown on Needham Town Assessor's Plan No. 300 as parcels 15 and 16 with the street addresses 410 First Avenue and 66 B Street, respectively, comprising approximately 3.5 acres and specifically delineated as 'Site Area' on a Plan entitled "Exclusive Use Plan – Building #3," dated September 21, 2012 and prepared by Tetra Tech, including designation of a TIF Zone as described in the TIF Plan, pursuant to the provisions of section 59 of Chapter 40 of the Massachusetts General Laws, which TIF Plan and Agreement provide for real estate tax exemptions over a thirteen (13) year period at the exemption rate schedule set forth therein, subject to approval by the Economic Assistance Coordinating Council (EACC) of the Commonwealth of Massachusetts; the TIF Plan, TIF Agreement and associated plan are all on file at the office of the Town Clerk; and

2. Ratify the execution of the TIF Agreement by the Board of Selectmen, and any documents related thereto, and authorize the Board of Selectmen to take such other actions as are necessary or appropriate to implement those documents; and

3. Ratify the acceptance, approval and certification of the TripAdvisor Certified Project Application by the Board of Selectmen, and authorize the Board of Selectmen to apply to the EACC under the Economic Development Incentive Program for approval and designation of the Center 128 Economic Opportunity Area, TIF Zone, TIF Plan, and such certified project.

The following motion to amend was offered by Mr. Gerald A. Wasserman to add an emergency preamble to the end of this article: that the main motion under Article 1 is amended by adding an emergency preamble as follows: "This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative.

Mr. Wasserman then addressed this proposal on behalf of the Board of Selectmen. He noted that we are here tonight to discuss a Tax Increment Financing Proposal. The town is offering Tripadvisor a time limited reduction in the property tax increase that will result from the development of a brand new 230,000 square foot building. A TIF does not allocate existing revenue or provide loan guarantees. If the conditions of the agreement are not met in any year by the company, there will be no tax exemption the following year. TripAdvisor will lease this building. If the company leaves, the developer of the building still owns it and we received the property tax without the exemption. Some of the benefits include increased economic growth, additional employment opportunities for the area, and strengthening the local commercial tax base so that it may sloth the growth of residential area.

Mr. Wasserman noted that the Town began the process leading to this project began a decade ago.

- In 2001 we began the process of moving from an Industrial Park to a business Park.
- In 2007 we requested that the state designate the park as an economic target area hat was called a Regional Technology Center.
- In 2011 Town Meeting updated the zoning in the park to include mixed use because the business parks that are successful include the increases in height and density necessary to make redevelopment financially feasible.
- The State is also making an investment in this park by adding the Kendrick Street interchange as part of the add-a-lane project.

He explained that the Tax Increment Financing (TIF) is a method to encourage economic development by temporarily exempting a portion of new real estate taxes derived from new development. This project could spur additional growth in the industrial center.

Mr. Wasserman explained that this project will hopefully expedite the redevelopment of the New England Business Center, creating synergy by attracting other high technology firms to locate in this area. In conclusion, Mr. Wasserman stated that the Board of Selectmen voted unanimously to support this article.

At this time Mr. Wasserman asked the Moderator if Town Manager, Kate Fitzpatrick, could address Town Meeting to review the TIF proposal in detail.

The Moderator requested unanimous consent to permit Kate Fitzpatrick, non-resident, to address Town Meeting. Hearing no objection, unanimous consent was given to permit Kate Fitzpatrick to address Town Meeting.

Kate Fitzpatrick provided a slide presentation of the proposal. She explained that the parcel under development is the consolidation of 4 previous parcels totaling 13.68 acres along First Avenue, B. Street and A Street. The Phase 1 area is approximately 3.5 acres and Tripadvisor will occupy 230,000 square feet of the new building and has an exclusive option for a second, "Phase 2" building of 200,000 square feet.

The project represents a $101 million investment in Needham. Normandy will invest $86 million in land and construction costs, and TripAdvisor will invest $15 million in leasehold improvements and personal property.

The TIF agreement involves three parties – the Town, TripAdvisor, and Normandy Real Estate. Along with the traditional TIF agreement, the Town has reached separate agreements with both TripAdvisor and Normandy to protect the Town's interest in the development. TripAdvisor must relocate 450 jobs to the new facility and create 50 additional jobs per year for the first five years. If the jobs are not created according to the schedule, the exemption will not be granted in the following year. Tripadvisor will also provide shuttle services for employees to use public transportation, and will formulate a system of locally-focused internships and scholarships. TripAdvisor has also agreed not to seek a Phase 2 TIF agreement.

Ms. Fitzpatrick stated that Normandy will construct a building that is leed-gold certified, and has agreed not to seek property tax abatement for premises that are subject to the TIF agreement. This agreement is structured for 13 years with the greatest portion of the exemption occurring in the first five years. If approved Tripadvisor would receive an exemption of 76% of the incremental increase in the value of real estate created by the project for the first five years. The exemption is then reduced to 1% in years 6 through 13 and eliminated thereafter. This exemption applies only to Real Estate Taxes. With approval of

this agreement, this will also result in an increase in personal property taxes paid to the Town, and will have a positive impact on hotel and meals excise taxes.

She explained the estimated annual property tax impact for the period of the TIF agreement. The tax revenue without the TIF agreement is approximately $1.9 million. The estimated value of the exemption over the 13-year period is $1.8 million resulting in an estimated incremental tax revenue increase over the 13-year period of more than $4.3 million.

Mr. Tyler Young, Vice President, and Needham resident, addressed this proposal on behalf of TripAdvisor. He explained that TripAdvisor, headquartered in Massachusetts, is the largest leaders in helping people plan the perfect trip. He further explained that their current site is not adequate and they started searching for a new location. His company has plans to expand in Needham which will retain 450 jobs and create 250 new jobs.

Mr. Richard M. Reilly, Chairman, addressed this proposal on behalf of the Finance Committee. He stated that the Finance Committee unanimously recommends adoption of this article and the emergency preamble.

In discussing this article it is important to keep in mind that we are talking about incremental tax revenue only. No waiver of current tax revenue is involved. We are talking about new tax revenue. Secondly, under the statute and the specific terms of the TIF, the benefits do not flow to the Developer. They must be passed through to the Tenant. This is done through the mechanism of what is known as a triple net lease, the standard form of lease for major projects. Under such a lease the tenant pays real estate taxes, building insurance and maintenance costs.

In our view the issues that are presented are whether in reaching for this new tax revenue for the Town we are:

1. Giving up too much in the case at hand, and/or
2. Setting a bad precedent for future situations.

Some of the key facts are as follows: The lot in question is a vacant lot in a high visibility location in the Business Center. It currently yields $146,766 in annual tax revenue. Tripadvisor is planning on relocating its headquarters to the site. Tripadvisor's overall plan contemplates the leasing of 230,000 sq. ft. of space in Phase I and 200,000 sq. ft. in Phase II, for a total of 430,000 square feet.

Phase I represents a commitment of $101 million, $86 million for construction and $15 million split evenly between leasehold improvements on the one hand and new equipment and machinery on the other. They presently have 450 full time employees and, as part a condition of the TIF, Tripadvisor has committed to hiring 250 new employees during Phase I at the rate of 50 employees per year for five years.

The TIF agreement is an incentive to encourage development in which a portion of the increased value of the newly developed property is waived for a specific time period. This particular TIF agreement has a term of 13 years. The Town agrees to waive the taxes attributable to 76% of the enhanced value for the first five years of the agreement and waive the taxes attributable to 1% of such value for the next 8 years.

The current tax revenue from the lot in question is just under $147,000. Once occupancy commences, the real estate tax payment will jump to just over $261,000, an increase of 78%. After five years the taxes jump to almost $619,000, an increase of 322% over the initial amount and an increase of 137% over the taxes for the first five years of the agreement. After the TIF expires, the taxes would be $623,500 (expressed in terms of the current year's criteria).

These numbers do not include any tax revenue for Phase II, which, if all goes as planned, would be completed by year 5, just as the bulk of the TIF would be expiring. There would be no TIF associated with Phase II. Consequently 100% of the relevant taxes would be collected commencing in year 1 of Phase II, again assuming that TripAdvisor achieves its goals. While this building has not been designed, and there is no projection on the taxes that would be applicable, Phase II involves a site that is almost 90% the size of Phase I. It is reasonable to assume that a building of comparable quality but proportionately smaller would be constructed in Phase II, again assuming that there is a Phase II.

Mr. Reilly suggested that even without a Phase II, TripAdvisor is the type of tenant that will set the right tone for what we all hope will be a premier location for high tech businesses. The Finance Committee is recommending favorable action on this article because it involves the construction of a new headquarters location, for an established, fast growing, high tech company, in a showcase location, on a vacant lot, in an area we are seeking to develop into a high technology center. Mr. Reilly further noted that the Finance Committee would not be favorably disposed to any proposal to extend tax waivers to other propositions that did not present an equally compelling profile. For these reasons, the Finance Committee recommends that this article be approved.

Mr. Samuel Bass Warner addressed this proposal as a private citizen and not a member of the Planning Board. He spoke in opposition of this proposal explaining that TripAdvisor would like to use some of the town's money to expedite its move to Needham. He explained that there are already TIF bidding wars in area towns and that if we approve this TIF agreement, it will encourage a bidding war. He also suggested that if we approve one, the Town will be asked for more. Mr. Warner urged a no vote on this article.

Mr. Paul G. Smith also spoke in opposition to this proposal. He noted that TripAdvisor is asking for a cut in taxes in the first five years of $1.8 million. There is a good chance they would come to Needham anyway.

The following Town Meeting Members spoke in favor of this proposal: Michael L. Niden, Irwin Silverstein, Artie R. Crocker, Michael J. Greis, Jeffrey D. Heller, Lois F. Sockol, Kathleen M. Lewis, Erik J Bailey, Susan W. Abbott, and Gary Michael Kaufman.

After a lengthy discussion, a motion to move the previous question on all motions was offered by Gerald C. Rovner. The motion was presented and carried by the required two-thirds vote.

The motion to amend by adding an emergency preamble was read by the Moderator. The motion was then presented and carried by two-thirds vote declared by the Moderator.

ACTION: The main motion, as amended, was presented and carried by majority vote on a voice vote declared by the Moderator.

VOTED: That the Town vote to:

1. Approve the Tax Increment Financing (TIF) Plan and TIF Agreement among TripAdvisor, Inc., Normandy Gap-V Development Needham, LLC and the Town of Needham for property at the New England Business Center consisting of a portion of the parcels shown on Needham Town Assessor's Plan No. 300 as parcels 15 and 16 with the street addresses 410 First Avenue and 66 B Street, respectively, comprising approximately 3.5 acres and specifically delineated as 'Site Area' on a Plan entitled "Exclusive Use Plan – Building #3," dated September 21, 2012 and prepared by Tetra Tech, including designation of a TIF Zone as described in the TIF Plan, pursuant to the provisions of section 59 of Chapter 40 of the Massachusetts General Laws, which TIF Plan and Agreement provide for real estate tax exemptions over a thirteen (13) year period at the exemption rate schedule set forth therein, subject to approval by the Economic Assistance Coordinating Council (EACC) of the Commonwealth of Massachusetts; the TIF Plan, TIF Agreement and associated plan are all on file at the office of the Town Clerk; and

2. Ratify the execution of the TIF Agreement by the Board of Selectmen, and any documents related thereto, and authorize the Board of Selectmen to take such other actions as are necessary or appropriate to implement those documents; and

3. Ratify the acceptance, approval and certification of the Tripadvisor Certified Project Application by the Board of Selectmen, and authorize the Board of Selectmen to apply to the EACC under the Economic Development Incentive Program for approval and designation of the Center 128 Economic Opportunity Area, TIF Zone, TIF Plan, and such certified project.

This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative.

At this time the Moderator thanked the custodians for setting up the hall for this Special Town Meeting and Wade Mackenzie for attending to the microphone.

The Moderator announced that there is no resolution to dissolve the meeting and provided the following motion.

Mr. Gerald A. Wasserman moved to dissolve the Town Meeting by wishing all a Happy, Healthy Holiday Season.

ACTION: At 9:00 P.M. Mr. Wasserman's motion to dissolve was presented and carried unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

RECORD OF THE ANNUAL TOWN ELECTION
Tuesday April 9, 2013

Pursuant to a Warrant issued by the Selectmen March 5, 2013, the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the ninth day of April in the year 2013 at seven o'clock in the forenoon for the purpose of nominating Town Officers and Town Meeting Members. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Cafeteria
Precinct B - Hillside School - Cafeteria
Precinct C - Newman School - Gymnasium
Precinct D - Newman School - Gymnasium
Precinct E - Pollard Middle School – Inner Room
Precinct F - Stephen Palmer Community Room
Precinct G - Broadmeadow School Performance Center
Precinct H - Broadmeadow School Performance Center
Precinct I - William Mitchell School - Gymnasium
Precinct J - William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Moderator for One Year;
One Selectman for Three Years;
One Town Clerk for Three Years;
One Assessor for Three Years;
Three Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;
Two Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
One Commissioner of Trust Funds for One Year;
Two Members of Park and Recreation Commission for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;
Two Town Meeting Members from Precinct A for Two years;
Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
One Town Meeting Member from Precinct C for One Year;
Eight Town Meeting Members from Precinct D for Three Years;
Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
One Town Meeting Member from Precinct H for Two Years;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	10	0	11	17	4
9:00 A.M.	31	26	21	32	12
10:00 A.M	44	34	32	43	28
11:00 A.M.	51	72	55	59	36
12:00 NOON	59	91	62	71	49
1:00 P.M.	64	-	70	89	60
2:00 P.M.	79	100	81	97	85
3:00 P.M.	88	112	99	103	104
4:00 P.M.	108	132	112	122	122
5:00 P.M.	113	138	128	141	142
6:00 P.M.	127	155	152	168	174
7:00 P.M.	142	219	175	191	202
8:00 P.M.	159	224	196	204	219

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	0	0
8:00 A.M.	16	34	35	29	19
9:00 A.M.	30	59	45	48	31
10:00 A.M.	55	73	58	65	42
11:00 A.M.	76	92	95	84	63
12:00 NOON	99	114	112	101	91
1:00 P.M.	121	136	148	115	100
2:00 P.M.	133	151	190	126	109
3:00 P.M.	152	162	203	153	121
4:00 P.M.	174	191	211	170	139
5:00 P.M.	195	226	232	184	161
6:00 P.M.	212	247	267	217	193
7:00 P.M.	239	291	299	254	212
8:00 P.M.	261	317	326	285	247

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 9:45 P.M., April 9, 2013.

The total number of votes cast was as follows:

	Total
Precinct A	160
Precinct B	224
Precinct C	196
Precinct D	204
Precinct E	221
Precinct F	262
Precinct G	317
Precinct H	326
Precinct I	285
Precinct J	247
TOTAL	**2,442**

(The absentee ballots are included in the Total Vote)

TOTAL VOTE CAST – 2,442
(8.24% of Registered Voters)

The results of the balloting were as follows:

TOWN OFFICES

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	160	224	196	204	221	262	317	326	285	247	2,442
MODERATOR (for one year) (Vote for One)											
Michael K. Fee	127	158	149	156	150	179	232	227	214	177	1,769
Scattered Write-Ins	0	2	0	2	2	1	1	1	0	3	12
Blanks	33	64	47	46	69	82	84	98	71	67	661
SELECTMAN (for three years) (Vote for One)											
Daniel P. Matthews	126	157	145	144	150	181	223	222	210	178	1,736
Scattered Write-Ins	0	1	1	2	0	0	3	3	1	6	17
Blanks	34	66	50	58	71	81	91	101	74	63	689
TOWN CLERK (for three years) (Vote for One)											
Theodora K. Eaton	126	163	150	159	161	187	236	233	219	190	1,824
Scattered Write-Ins	0	0	0	1	0	0	0	2	0	1	4
Blanks	34	61	46	44	60	75	81	91	66	56	614
ASSESSOR (for three years) (Vote for One)											
Thomas P. Colarusso	113	129	124	125	123	154	196	200	191	155	1,510
Scattered Write-Ins	0	1	0	0	1	0	0	0	1	1	4
Blanks	47	94	72	79	97	108	121	126	93	91	928
SCHOOL COMMITTEE (For three years) (Vote for Not More Than Three)											
Joseph P. Barnes, Jr.	114	146	148	153	163	164	238	235	216	164	1,741
Constance S. Barr	109	150	137	150	167	173	213	216	207	168	1,690
Marianne B. Cooley	102	149	134	134	140	159	206	195	188	170	1,577
David J. Ecsedy	40	56	44	49	65	67	88	79	72	73	633
Scattered Write-Ins	0	1	0	3	0	1	0	0	0	3	8
Blanks	115	170	125	123	128	222	206	253	172	163	1,677

TOWN OFFICES

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	160	224	196	204	221	262	317	326	285	247	2,442
TRUSTEE OF MEMORIAL PARK (Trustee of Soldiers' Memorials – veteran) (for three years) (Vote for One)											
Charles J. Mangine	116	142	131	136	126	165	198	212	186	162	1,574
Scattered Write-Ins	0	0	0	0	1	1	0	1	0	0	3
Blanks	44	82	65	68	94	96	119	113	99	85	865
TRUSTEE OF MEMORIAL PARK (Trustee of Soldiers' Memorials – non-veteran) (for three years) (Vote for One)											
Joseph J. McSweeney	114	135	121	133	125	155	200	198	182	150	1,513
Scattered Write-Ins	0	0	0	0	0	0	0	1	0	2	3
Blanks	46	89	75	71	96	107	117	127	103	95	926
TRUSTEE OF NEEDHAM PUBLIC LIBRARY (for three years) (Vote for Not More Than Two)											
Lois C. Bacon	115	136	129	133	128	158	194	183	189	155	1,520
Rose A. Doherty	112	138	128	137	124	150	207	194	195	152	1,537
Scattered Write-Ins	1	0	0	0	0	0	1	0	0	2	4
Blanks	92	174	135	138	190	216	232	275	186	185	1,823
BOARD OF HEALTH (For three years) (Vote for One)											
Stephan K. Epstein	113	135	125	130	122	158	191	194	188	153	1,509
Scattered Write-Ins	0	0	2	0	0	1	1	1	0	2	7
Blanks	47	89	69	74	99	103	125	131	97	92	926
PLANNING BOARD (for five years) (Vote for One)											
Artie R. Crocker	89	88	63	80	84	121	148	147	160	136	1,116
Elizabeth Jane Grimes	67	132	123	119	128	129	156	163	111	100	1,228
Scattered Write-Ins	0	0	1	0	0	0	0	1	0	0	2
Blanks	4	4	9	5	9	12	13	15	14	11	96
NEEDHAM HOUSING AUTHORITY (For five years) (Vote for One)											
Andrew Louis Cohen	107	131	118	124	121	155	195	195	179	147	1,473
Scattered Write-Ins	0	0	2	1	0	0	0	0	0	0	3
Blanks	52	93	76	79	100	107	122	131	106	100	966
COMMISSIONER OF TRUST FUNDS (For three years) (Vote for One)											
Joseph P. Scalia	107	136	125	133	133	151	189	201	187	149	1,511
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	1	1
Blanks	53	88	71	71	87	111	128	125	98	97	930
COMMISSIONER OF TRUST FUNDS (For Two Years) (Vote for One)											
Barry J. Coffman	110	136	132	124	128	158	195	194	183	156	1,516
Scattered Write-Ins	0	0	1	0	0	0	1	0	0	1	3
Blanks	50	88	63	80	93	103	122	132	102	90	923
PARK & RECREATION COMMISSION (For three years) (Vote for Not More Than Two)											
Cynthia J. Chaston	111	137	124	133	131	159	202	197	193	162	1,549
Michael J. Retzky	104	118	125	121	130	144	186	184	180	157	1,449
Scattered Write-Ins	0	0	0	0	0	0	0	0	1	2	3
Blanks	105	193	143	154	181	221	246	271	196	173	1,883

TOWN MEETING MEMBERS

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	160	224	196	204	221	262	317	326	285	247	2,442

* Not Elected

PRECINCT A (For three years) (Vote for Not More Than Eight)

Dennis Carothers	104	Nina Silverstein	100
Walter D. Herrick	101	Michael S. Miller	106
Suzanne Fiering Nissen	97	Write-In:	
James Allan Scott	93	Rhonda K. Spector	17
Irwin Silverstein	101	Brian M. MacKintosh	3

PRECINCT A (For Two Years) (Vote for Not More Than Two)

John F. Diodato	110	Van J. Spiros	111

PRECINCT B (For three years)(Vote for Not More Than Eight)

Francis G. Arren	117	Richard M. Freedberg	113
George Baierlein	120	Glenn S. Orenstein	118
William G. Doyle	116	Gerald C. Rovner	117
John J. Frankenthaler	119	Dorothea Von Herder	120

PRECINCT C (For three years)(Vote for Not More Than Eight)

William H. Dugan, Jr.	137	Lisa W. Zappala	10
John H. Haslip	134	Lois R. Goldberg	3
Adelaide C. Young	133	Angela M. Cox	2
Write-Ins:		R. Cynthia Landau	2
		No Nomination	

PRECINCT C (For one year) (Vote for One)

Paula R. Callanan	135

PRECINCT D (For three years)(Vote for Not More Than Eight)

Michelle C. S. Dhanda	124	Aaron Remorenko	111
Reginald C. Foster	112	Carl S. Ship	115
Christopher J. Gerstel	119	Arthur Walitt	111
Aaron M. Pressman	119	Thomas John Crimlisk	117

PRECINCT E (For three years)(Vote for Not More Than Eight)

Edward V. Cosgrove III	130	Paul A. Siegenthaler	122
Walter T. Decker	110	Gerald Silverstein	109
Kurt M. Mullen	119	Theodore Weiner	113
Ronald W. Ruth	130	Risa J. Greendlinger	118

PRECINCT F (For three years)(Vote for Not More Than Eight)

Barry J. Coffman	118	William J. Okerman	105
Jeffrey D. Heller	100	* Richard P. Paolini	81
* Steven Markman	99	Michael L. Verdun	105
Carolyn R. McIver	107	Leslie A. Kalish	126
Kenneth Scott Muldoon	103	Karen N. Price	135

TOWN MEETING MEMBERS

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	160	224	196	204	221	262	317	326	285	247	2,442

* Not Elected

PRECINCT G (For three years)(Vote for Not More Than Eight)

Peter W. Beacham, Jr.	179	Timothy P. Tierney	178
Michael J. Crawford	190	John D. Crimmings	198
Michael A. Distler	172	David Konieczynski	178
Kenneth B. Freundlich	177	Write-Ins:	
Gary Michael Kaufman	167	Sharmon V. Priaulx	2

PRECINCT H (For three years)(Vote for Not More Than Eight)

Isabel F. Avedikian	185	Richard J. Savage	182
Michael A. Diener	180	Jeffrey S. Shapiro	184
John A. Kingston	174	Write-Ins:	
Jeffrey E. Kristeller	176	Karen E. Han	5
Laura London	192		

PRECINCT H (For two years) (Vote for One)

Thomas Edward Gillogley	185

PRECINCT I (For three years)(Vote for Not More Than Eight)

Artie R. Crocker	193	Anne W. Weinstein	149
* Claire Dee Ecsedy	114	Kathleen D. Whitney	118
Stephen C. Kagan	135	Janet Carter Bernardo	128
Josephine Ochalla	138	* David J. Ecsedy	85
Nicholas S Renzulli	138	Peter J. Pingitore	121

PRECINCT J (For three years)(Vote for Not More Than Eight)

Robert E. Deutsch	143	Write-Ins:	
Kevin J. Keane	163	Carol I. Urwitz	17
George F. Kent	149	Mark L. Borowsky	14
David P. Montgomery	148	* Stephen K. Epstein	4
Christopher Mooney	143	* Robert Scott Campbell Meltzer	2
Peter Sergey Panov	144		

The ballots cast in the several precincts were returned to the Town Clerk in the sealed containers. The voting lists used at the entrance to the polling place and at the ballot boxes and a copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 9:44 P.M. April 9, 2013.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

ELECTION
(To break A Tie Vote in Precinct C
of Multiple Write-In Candidates for a Three-Year Term)
Tuesday, April 23, 2013
7:30 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct C was held on Tuesday, April 23, 2013 at 7:30 P.M. for the purpose of electing one of multiple write-in candidates receiving tie votes to fill the vacancy in the elected membership of Town Meeting Members in Precinct C for a three-year term. The ballots were cast with the following results:

George W. Hoffmeister, Jr.	5 Votes

RECORD OF THE SPECIAL STATE PRIMARY
Tuesday, April 30, 2013

Pursuant to a Warrant issued by the Selectmen March 19, 2013 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the thirtieth day of April in the year 2013 at seven o'clock in the forenoon for the purpose of nominating a Senator in Congress. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
Precinct B - Hillside School - Gymnasium
Precinct C - Newman School - Gymnasium
Precinct D – Newman School – Gymnasium
Precinct E - Pollard Middle School – Inner Room
Precinct F - Stephen Palmer Community Room
Precinct G – Broadmeadow School - Performance Ctr.
Precinct H – Broadmeadow School - Performance Ctr.
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	20	31	34	48	40
9:00 A.M.	40	57	82	74	75
10:00 A.M	77	91	116	100	105
11:00 A.M.	113	138	154	155	143
12:00 NOON	143	184	186	181	172
1:00 P.M.	162	206	214	219	212
2:00 P.M.	187	259	242	240	256
3:00 P.M.	209	285	268	264	268
4:00 P.M.	231	298	321	289	318
5:00 P.M.	267	-	347	328	352
6:00 P.M.	297	402	376	355	404
7:00 P.M.	355	440	423	426	488
8:00 P.M.	379	482	472	482	552

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	0	0
8:00 A.M.	52	49	40	34	40
9:00 A.M.	90	103	102	88	89
10:00 A.M.	122	149	149	120	110
11:00 A.M.	156	177	198	154	141
12:00 NOON	196	204	225	188	174
1:00 P.M.	229	253	259	209	188
2:00 P.M.	275	292	298	240	219
3:00 P.M.	290	318	325	270	252
4:00 P.M.	323	355	372	314	277
5:00 P.M.	362	397	423	362	319
6:00 P.M.	425	448	489	408	357
7:00 P.M.	489	513	542	490	419
8:00 P.M.	528	576	609	558	466

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 9:35 P.M., April 30, 2013.

The total number of votes cast was as follows:

	Democrat	Republican	Total
Precinct A	311	68	379
Precinct B	368	114	482
Precinct C	352	120	472
Precinct D	392	90	482
Precinct E	436	116	552
Precinct F	425	105	530
Precinct G	481	95	576
Precinct H	478	133	611
Precinct I	453	105	558
Precinct J	365	101	466
TOTAL	**4,061**	**1,047**	**5,108**

(The absentee ballots are included in the Total Vote)
TOTAL VOTE CAST – 5,108
(25.28% of Registered Voters)

The result of the balloting was as follows:

DEMOCRATIC PARTY

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	311	368	352	392	436	425	481	478	453	365	4,061

SENATOR IN CONGRESS

Stephen F. Lynch	102	93	75	87	117	99	130	152	102	82	1,039
Edward J. Markey	208	274	277	305	318	326	347	326	351	283	3,015
Scattered Write-Ins	1	0	0	0	1	0	0	0	0	0	2
Blanks	0	1	0	0	0	0	4	0	0	0	5

REPUBLICAN PARTY

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	68	114	120	90	116	105	95	133	105	101	1,047

SENATOR IN CONGRESS

Gabriel E. Gomez	31	70	58	54	50	46	51	68	61	50	539
Michael J. Sullivan	20	26	28	23	43	45	32	53	31	28	329
Daniel B. Winslow	17	18	34	13	22	14	11	12	13	23	177
Scattered Write-Ins	0	0	0	0	1	0	0	0	0	0	1
Blanks	0	0	0	0	0	0	1	0	0	0	1

The ballots casts in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 9:35 P.M., April 30, 2013.

Theodora K. Eaton, MMC
Town Clerk

A true Copy
ATTEST:

RECORD OF ANNUAL TOWN MEETING
Monday, May 6, 2013

Pursuant to a Warrant issued by the Selectmen February 26, 2013 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall, on Monday, May 6, 2013, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 224 voters, including 220 Town Meeting Members, were checked on the list as being present. Twenty-seven Town Meeting Members were absent.

Prior to the opening of Town Meeting, the Needham High School Choir sang a medley of songs under the direction of Mr. Jonathan VanderWoude.

The Moderator, Michael K. Fee, called the meeting to order at 7:30 o'clock. He asked Town Meeting Members to stand while the Flag was presented by The Needham Color Guard comprised of members of the Needham Fire Department and the Needham Police Department. The Moderator commented that while their appearance here was planned long ago, we have since April 15, been reminded once again of how indispensable our first responders are to our communities. The Moderator led Town Meeting Members in the Pledge of Allegiance, followed by the National Anthem led by Mr. Jonathan VanderWoude and members of the Needham High School Choir.

The Moderator asked for a moment of silence and reflection as town Meeting remained standing. Before our invocation and call for spiritual guidance, I would ask members to pause for a moment of silent reflection for two reasons:

First, we are this night beginning our first Town Meeting in recent memory without the presence of one of our own, Chairman of the Board of Selectmen Gerald Wasserman. Gerry served on the Board of Selectmen since 1999, having served on the School Committee before that. Gerry contributed to the Town in many ways and cared deeply for the Town of Needham. He is, and will be, missed at these sessions.

Second, I ask that during a moment of silent reflection you remember the victims of the attack on the Boston Marathon and on our greater community during the week of April 15. We pray that all the victims will find the strength to recover from their ordeal.

Our Town Meeting should be an object lesson for terrorists. The ideals embodied in our Town Meeting: community spirit, civil discourse, tolerance for opposing views, the rule of law and democratic self-governance, we live at Town Meeting have perpetuated in this town for 302 years. They are anathema to the politically-motivated terrorist or the religious fanatic. So, fellow citizens of Needham and Town Meeting Members stand especially tall and proud tonight.

And now, Town Meeting Members shared a brief moment of silence and reflection in honor of the late Gerry Wasserman and the victims of the Boston Marathon attack, including the family of MIT Police Officer, Sean Collier. Thank you.

At the designation of Heike Werder, Associate Minister, Congregational Church of Needham and President of the Needham Clergy Association, Dr. Doug Calhoun, Co-Minister of the Redeemer Community Church, gave the invocation.

The Town Meeting Members were sworn to the faithful performance of their duties by the Town Clerk.

The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Moderator stated that Town Meeting Members may only sit in the first ten (eleven) rows as indicated by the Marshalls and as signified by the pylons. He further noted that there are two microphones which must be used for comments from the floor. Tonight these microphones are being provided to you by MacKenzie Wade and Casey Wade.

The Moderator announced the following ground rules and these were adopted unanimously:

1. Please rise to be recognized and address remarks to the Moderator. When a member is recognized by the Chair, please state your name and precinct clearly so that the Town Clerk may keep accurate records. If for some reason related to a disability a member cannot rise, shout "Mr. Moderator" or raise your hand high to inform the Chair so that appropriate accommodations may be made.

2. Anyone entering or exiting the hall while we are in session must use care not to disrupt the session and in particular, must not slam the doors.

3. No eating, drinking or smoking is permitted in the hall.

4. No firearms or weapons may be brought into the hall.

5. No hats in the hall may be worn except by uniform personnel or for medical reasons.

6. Members and attendees must observe our rules of practice and civility. A speaker will be ruled out of order who refers to individuals or personalities or in the judgment of the Moderator, exceeds the bounds of civility. Please remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.

7. All commentary, remarks and inquiries must be addressed to the Moderator as Chair.

8. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.9 of the Needham General By-Laws.

9. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

10. Short motions to amend and procedural motions need not be in writing.

11. Parliamentary motions known as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

12. Limits on debate shall be enforced by the Moderator.

13. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.

14. As stated in the Moderator's memorandum to Town Meeting Members in connection with our Annual Town Meeting, inappropriate conduct involving the T.V. cameras shall be dealt with swiftly by the chair and will be deemed to be out of order.

15. Unanimous consent was given to adopt the following limits of debate:

> Committee Chairpersons, Proponents, Attorneys representing proponents – 15 Minutes.
>
> Town Meeting Members, non-Town Meeting Members, visitors other than attorneys – 5 Minutes in total per article.

Rules concerning budget and Cash Capital Articles

In keeping with our tradition, the Moderator sought consent for a rule of procedure and debate for discussion under Article 9, the Fiscal Year 2014 Operating Budget, as well as under Articles 10, 11, and 12, the enterprise fund budgets. That rule would provide that a motion to amend under these articles which adds funds to a particular line item will not be in order unless the moving party identifies another line item or items that will be reduced in order to fund the proposed increase.

For the fourth year in a row, we are, under Article 39, addressing the requested funding for distinct capital items under one main motion. The Moderator sought unanimous consent for the same rule of procedure we have employed with our budget articles and motions. This rule would provide that a motion to amend one of the items within Article 39 will be out of order unless the moving party identifies an item or items within that same Article 39 that will be reduced to fund the increase.

The adoption of the Rules concerning budget and Cash Capital Articles was presented and passed by majority vote as declared by the Moderator.

Hearing no objection, the Moderator finds by majority vote that the remaining rules of practice concerning debate and rules of procedure as described by the Moderator are voted and adopted and the Town Clerk will so record.

The Moderator reminded Town Meeting Members of the following amendment to the General By-Laws passed under Article 80 at the 1998 Annual Town Meeting: If two-thirds vote of the Town Meeting is required by statute, a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

The Moderator noted that there are no changes in affirmative motions.

The Moderator announced that the proponents no longer have an interest in Articles 28, 49, and 50 and requested unanimous consent to withdraw these articles. Town Meeting Members indicated that there were no objections to the withdrawal of these articles and it was voted unanimously to withdraw Articles 28, 49, and 50.

The Moderator announced that Article 27 is subject to a motion to amend or other motions from their proponents or for other reasons cannot be passed by unanimous consent.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 3. No Town Meeting Members responded with "question" or "debate" to Articles 3, 4, 5, 11, 13, 16, 17, 30, 31, 37, 38, 43, 44, 45, 46, and 48. The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2013, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	$68,075
Town Clerk with 6 years of service in that position	$86,258 (1)
Selectmen, Chairman	$1,800
Selectman, Others	$1,500

1. In addition, such compensation shall also include payment of longevity in the amount of $5,176, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed $45,014. The annual salary of $86,258 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $8,792. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $12,309; or take any other action relative thereto.

Article Information: In accordance with M.G.L. Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are

held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits as close to that of other full-time employees as possible. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.

MOVED: That the Town vote to fix the compensation of the following elected officers of the Town as of July 1, 2013, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	$68,075
Town Clerk with 6 years of service in that position	$86,258 (1)
Selectmen, Chairman	$1,800
Selectman, Others	$1,500

1. In addition, such compensation shall also include payment of longevity in the amount of $5,176, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed $45,014. The annual salary of $86,258 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $8,792. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $12,309.

ACTION: So voted by unanimous consent.

ARTICLE 4: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2013, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 99% for each eligible exemption; or take any other action relative thereto.

Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid on the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2013, the cumulative increase above the statutory limit was 95%.

MOVED: That the Town vote to accept, for fiscal year 2013, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 99% for each eligible exemption.

ACTION: So voted by unanimous consent.

ARTICLE 5: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $15,025 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of $25,000 (2008 dollars). The voluntary fund received $15,025 in fiscal year 2012.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $15,025 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the Town Manager and raised from the tax levy.

ACTION: So voted by unanimous consent.

ARTICLE 11: APPROPRIATE THE FY2014 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2014, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
Sewer Enterprise
FY 2014

Line #	Description	FY 2012 Expended	FTE	FY 2013 Current Budget	FTE	FY 2014 Recommended	FTE	Town Meeting Amendments
201A	Salary & Wages	$ 837,531	12.0	$ 902,938	12.0	$ 931,141	12.0	
201B	Expenses	$ 292,361		$ 475,056		$ 369,945		
201C	Capital Outlay	$ 22,314		$ 25,000		$ 25,000		
201D	MWRA Assessment	$ 5,291,080		$ 5,440,127		$ 5,403,053		
201E	Debt Service	$ 1,301,699		$ 1,400,000		$ 1,500,000		
202	Reserve Fund	Transfers Only		$ 35,000		$ 35,000		
TOTAL		**$ 7,744,985**	**12.0**	**$ 8,278,121**	**12.0**	**$ 8,264,139**	**12.0**	
FY2014 Budget Percentage Change from FY2013 Budget							-0.2%	

and further to meet this appropriation that $468,936 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and $118,940 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 6,500 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment.

The operating budget for FY2014 shows an overall decrease of $13,982 or 0.2% under the FY2013 budget. The preliminary assessment for FY2014 is $37,074 less than the current appropriation. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor.

The personnel expense line shows an increase of $28,203 or 3.1%, which is inclusive of the collective bargaining agreement in effect for FY2014. There is no increase in the number of funded positions. The expense line is down $105,111 or 22.1%. Most of this decrease is related to the drains program where repairs and maintenance was reduced by $43,000 and energy costs were reduced by approximately $21,000. Part of the reduction in the sewer operating budget was done in anticipation of increasing the amount funded in the operating capital outlay line by $40,000 for drains related projects, but in consultation with the Finance Committee it was decided to fund the proposed program through a financial warrant article at a future Town Meeting. Therefore, the capital outlay line is level dollar at $25,000 for FY2014. This line is used to purchase equipment such as sewer pumps and small power equipment. The $100,000 increase in debt service is based on approved projects, and is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The annual debt service for Sewer is based on an average of $1.5 million per year. The reserve fund is level dollar for FY2014. The budget plan for FY2014 includes use of $118,940 from sewer retained earnings. The $468,936 from the tax levy is to pay for the drains related programs. This is c reduction of $24,456 from the current year funding for the drains program.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

MOVED: That the Town vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2014, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
Sewer Enterprise
FY 2014

Line #	Description	FY 2012 Expended	FTE	FY 2013 Current Budget	FTE	FY 2014 Recommended	FTE	Town Meeting Amendments
201A	Salary & Wages	$ 837,531	12.0	$ 902,938	12.0	$ 931,141	12.0	
201B	Expenses	$ 292,361		$ 475,056		$ 369,945		
201C	Capital Outlay	$ 22,314		$ 25,000		$ 25,000		
201D	MWRA Assessment	$ 5,291,080		$ 5,440,127		$ 5,403,053		
201E	Debt Service	$ 1,301,699		$ 1,400,000		$ 1,500,000		
202	Reserve Fund	Transfers Only		$ 35,000		$ 35,000		
	TOTAL	**$ 7,744,985**	**12.0**	**$ 8,278,121**	**12.0**	**$ 8,264,139**	**12.0**	
	FY2014 Budget Percentage Change from FY2013 Budget						-0.2%	

and further to meet this appropriation that $468,936 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and $118,940 be transferred from Sewer Enterprise Fund Retained Earnings.

ACTION: So voted by unanimous consent.

ARTICLE 13: CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2013:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2014 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation program for COA	$60,000
Yard Waste Processing Program	DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	$75,000
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	$3,000
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to youth service and community programs	$25,000
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	$75,000
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	$25,000
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and other District-wide transportation	$819,000

or take any other action relative thereto.

Article Information and Summary of M.G.L., Chapter 44, Section 53E ½: A revolving fund established under the provisions of M.G.L., Chapter 44, Section 53E ½ must be authorized annually by vote of the Town Meeting. The fund shall be credited only with the departmental receipts received in connection with the programs supported by such revolving fund, and expenditures may be made from the revolving fund without further appropriation, subject to the provisions of Section 53E ½. The Annual Town Meeting authorization for each revolving fund shall

specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; and (4) a limit on the amount which may be expended from such fund in the ensuing year. In any fiscal year, the Board of Selectmen and the Finance Committee may approve an increase in the amount to be spent from the revolving fund, but in no event shall any agency, board, department or officer be authorized to expend in any one fiscal year more than one percent of the amount raised by the Town by taxation in the most recent fiscal year for which a tax rate has been certified pursuant to M.G.L., Chapter 59, Section 23.

MOVED: That the Town vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2013:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2014 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation program for COA	$60,000
Yard Waste Processing Program	DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	$75,000
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	$3,000
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to youth service and community programs	$25,000
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	$75,000
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	$25,000
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and other District-wide transportation	$819,000

ACTION: So voted by unanimous consent.

ARTICLE 16: BETTERMENT STREET ACCEPTANCE – BOOTH STREET

To see if the Town will vote to accept the following street or portion thereof as laid out by the Board of Selectmen and according to a plan entitled "Acceptance Plan of Booth St. From 1964 Booth St. acceptance to Central Ave. – a distance of 619 ft. + in Needham, Mass." on file with the Town Clerk:

Booth Street – From the intersection of Central Avenue and Booth Street to the end of the 1964 Acceptance of Booth Street, including the taking or acceptance of easements as shown on said plan, under the provisions of law authorizing the assessment of betterments; or take any action relative thereto.

Article Information: The Town received a petition to accept the private way section of Booth Street as a Public Way. The Town approved funding at the 2011 Annual Town Meeting under Article 41 to reconstruct the private section of Booth Street from Central Avenue to #50 Booth Street under the laws authorizing the assessment of betterments. The street has been reconstructed and betterment assessment letters have been mailed to the owners of the private way section of Booth Street. This Article requests that Town Meeting accept the recently reconstructed street as a Public Way.

MOVED: That the Town vote to accept the following street or portion thereof as laid out by the Board of Selectmen and according to a plan entitled "Acceptance Plan of Booth St. From 1964 Booth St. acceptance to Central Ave. – a distance of 619 ft. + in Needham, Mass." on file with the Town Clerk:

Booth Street – From the intersection of Central Avenue and Booth Street to the end of the 1964 Acceptance of Booth Street, including the taking or acceptance of easements as shown on said plan, under the provisions of law authorizing the assessment of betterments.

ACTION : So voted by unanimous consent.

ARTICLE 17: EXTINGUISH SEWER EASEMENT – DALE STREET

To see if the Town will authorize the Board of Selectmen to abandon a sewer easement parallel to and on the west side of the section of Dale Street that intersects West Street

in the Town of Needham, being more fully described in a grant to the Town recorded at the Norfolk Registry of Deeds in Book 4065, Page 241; or take any other action relative thereto.

Article Information: A developer has requested that an existing sewer easement running parallel to Dale Street be abandoned. The existing sewer main within the easement has been removed and a new sewer main has been constructed within the Public right-of-way of Dale Street. The existing sewer easement running parallel to Dale Street is no longer needed by the Town.

MOVED: That the Town authorize the Board of Selectmen to abandon a sewer easement parallel to and on the west side of the section of Dale Street that intersects West Street in the Town of Needham, being more fully described in a grant to the Town recorded at the Norfolk Registry of Deeds in Book 4065, Page 241.

ACTION : So voted by unanimous consent.

ARTICLE 30: APPROPRIATE FOR COMMUNITY HOUSING SPECIALIST

To see if the Town will vote to raise and/or transfer and appropriate the sum of $70,000 to hire a community housing specialist, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Housing Reserve; or take any other action relative thereto.

Article Information: This article would support the hiring of a part-time Community Housing Specialist. The request for $70,000 is intended to be spent over a two year period of time, for an average of $35,000 per year. Working under the supervision of the Director of Planning and Community Development, the Community Housing Specialist would provide technical and administrative support on issues related to affordable housing, including but not limited to the monitoring of local affordable housing units; provide technical support during the application process for new units under M.G.L Chapter 40B; initiate and pursue collaborative efforts among local, state, federal, and private agencies; serve as liaison to Needham Housing Authority, West Metro Home Consortium; and provide staff support to any Town committees charged with the support of affordable housing.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $70,000 to hire a community housing specialist, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Housing Reserve.

ACTION : So voted by unanimous consent.

ARTICLE 31: APPROPRIATE FOR OPEN SPACE AND RECREATION PLAN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $25,000 to update the Town's Open Space and Recreation Plan, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

Article Information: The Open Space and Recreation Plan is a planning process for municipalities to assess open spaces, recreation parks and facilities, water resources, trails, and critical plant and wildlife habitats. The document provides a stewardship plan, and assists the community with making plans relative to compatible development. The Commonwealth requires communities to have updated Open Space and Recreation master plans in order to be eligible for a variety of grant programs. The request for $25,000 will assist the Conservation Commission, Park and Recreation Commission, Board of Selectmen and Planning Board to create an updated plan with revised goals, objectives and priorities.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $25,000 to update the Town's Open Space and Recreation Plan, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve.

ACTION : So voted by unanimous consent.

ARTICLE 37: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to M.G.L. Chapter 44B from the estimated FY2014 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	$82,000

Reserves:

B. Community Preservation Fund Annual Reserve	$915,200
C. Community Housing Reserve	$240,900
D. Historic Resources Reserve	$0
E. Open Space Reserve	$240,900

or take any other action relative thereto.

Article Information: The Town Meeting and the voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the CPC and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve. The CPC also recommends an appropriation of approximately 5% for administrative and operating expenses.

MOVED: That the Town vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to M.G.L. Chapter 44B from the estimated FY2014 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:
A. Administrative and Operating Expenses of the Community Preservation Committee $82,000

Reserves:
B. Community Preservation Fund Annual Reserve $915,200
C. Community Housing Reserve $240,900
D. Historic Resources Reserve $0
E. Open Space Reserve $240,900

ACTION: So voted by unanimous consent.

ARTICLE 38: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Public Safety Building Roof	2008 ATM	36	$535,000	$61,500
Rte 128 Water Main Relocation	2006 ATM	71	$3,000,000	$735,000
Total				$796,500

or take any other action relative thereto.

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

MOVED: That the Town vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Public Safety Building Roof	2008 ATM	36	$535,000	$61,500
Rte 128 Water Main Relocation	2006 ATM	71	$3,000,000	$735,000
Total				$796,500

ACTION: So voted by unanimous consent.

ARTICLE 43: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $218,100 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and that $110,000 be transferred from Article 51 of the 2009 Annual Town Meeting and that $108,100 be transferred from RTS Enterprise Fund retained earnings; or take any other action relative thereto:

Article Information:

Large Specialty Equipment *Public Works specialty equipment consists of power-assisted equipment or other specialized tools used by the Department in the performance of its work. The vehicle scheduled to be replaced in FY2014 is a truck with a tilt frame that loads and unloads roll-off containers. The roll-off is used to move the trash and recycling materials around the RTS yard. Article 51 of the 2009 Annual Town Meeting was originally intended for the purchase of a material screener. The DPW has opted not to purchase this equipment as it has identified a less expensive method for processing this material.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
42	RTS	1999	Roll-Off	Same	N/A	$218,100

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $218,100 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and that $110,000 be transferred from Article 51 of the 2009 Annual Town Meeting and that $108,100 be transferred from RTS Enterprise Fund retained earnings.

ACTION: So voted by unanimous consent.

ARTICLE 44: APPROPRIATE FOR RTS CONSTRUCTION EQUIPMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $324,400 for RTS Construction Equipment, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

Article Information: The construction equipment proposal is for the replacement of the waste handler. The waste handler is a track style machine used to grind and compact trash in the tipping floor building. This provides compacted materials for hauling.

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
105	RTS	1998	Waste Handler	Same	N/A	$324,400

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $324,400 for RTS Construction Equipment, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7.

ACTION: So voted by unanimous consent.

ARTICLE 45: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $647,900 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Sewer	Core Fleet	$ 47,900	
Sewer	Infiltration & Inflow Program	$ 600,000	
	Total Appropriation	$ 647,900	

Article Information:

Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicle scheduled to be replaced in FY2014 is:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
94	Sewer	2008	4WD F250 with Utility Body	Same	75,314	$47,900

Sewer System Rehabilitation Infiltration and Inflow Removal Programs *This request is for the second phase of the study of Infiltration and Inflow (I/I) in the existing sewer system. The Town of Needham, along with numerous other communities, is under Administrative Orders from the DEP to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Infiltration is defined as groundwater or storm water runoff that enters the system thru deteriorated pipe or manhole structures that by definition need to be repaired. Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. The on-going infiltration study will identify the areas of the collection system that are contributing high volumes of I/I into the system. On the basis of volumes of flow and knowledge of local sewer system overflows (SSO) or basement flooding, a new order of priority will be established to determine the scheduling of the engineering, design and remediation work. The master plan that the Sewer Division is using to identify areas of work is outdated. The first phase of the current study was funded in fiscal year 2013 and included engineering, and permanent and portable flow meter installation. The components of the second phase include engineering ($100,000) and closed circuit TV services ($500,000).*

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $647,900 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Sewer	Core Fleet	$ 47,900	
Sewer	Infiltration & Inflow Program	$ 600,000	
	Total Appropriation	$ 647,900	

ACTION : So voted by unanimous vote.

ARTICLE 46: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,563,100 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Water	Small Specialty Equipment	$ 57,300	
Water	Filter Media Replacement	$ 115,000	
Water	Irrigation Supply Feasibility Design	$ 80,000	
Water	SCADA System Upgrade	$ 435,000	
Water	System Rehabilitation Program	$ 715,800	
Water	Service Connections	$ 160,000	
	Total Appropriation	$ 1,563,100	

Article Information:
Small Specialty Equipment *This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Department's maintenance programs. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2014 is a Vac. Tech Trailer. The Vac. Tech Trailer is used to wash down and vacuum debris from water gate shut-offs and also to exercise gate valves.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
160	Water	2006	Vac. Tech Trailer	Same	N/A	$57,300

Filter Media Replacement *Filter media is used for manganese removal at the Charles River Water Treatment Facility. FY2014 represents the second year of the five year replacement cycle using a synthetic product as a substitute for natural greensand.*

Irrigation Supply Facility Design *This feasibility study will determine the potential yield of the two previously abandoned wells that are located at 480 Dedham Ave. These wells were originally abandoned due to water quality issues, but the water produced from these wells would be acceptable for irrigation. This study will determine if these wells will provide sufficient water to supply the DeFazio Playfields, Pollard Playfields, and the Needham Golf Club. The potential benefit of this project is reduced reliance on potable water - produced both by the Town and the MWRA - for irrigation. The study will provide an estimated cost for construction and potential revenue generation if the project is feasible.*

SCADA System Upgrade *The purpose of this request is to update the existing SCADA system, add a power monitoring system, and install a video monitoring system. A design study was conducted in the fall of 2012 for this system. SCADA is an acronym that stands for Supervisory Control and Data Acquisition. The Town's Water SCADA System collects data from various sensors at the Charles River Water Treatment*

Plant as well as remote locations throughout the system. The data is then sent to a central computer which efficiently manages and controls the operations of the entire Water System. The current SCADA system is outdated. It communicates through copper communications lines owned and services by Verizon. These lines are unreliable and have resulted in an increase in communications failures over time. This new system will utilize a different method of communication which will make the system more reliable and efficient. Additionally, this project will include replacing the PLCs. These are programmable logic converters for the remote terminal units that relay information. A power monitoring system is being included as part of this upgrade for the primary pumps associated with the Town's Water facilities. This system will increase the efficiency of the operations and reduce energy consumption. This project will also include the installation of video monitoring equipment at water treatment facility and tanks, in accordance with guidance issued by Homeland Security.

Water System Rehabilitation Program *The annual Water System Rehabilitation Program draws from the recommendations of the Water System Master Plan. The master plan recommends that pipes 85 years or older be considered for replacement or relining. This list of older pipes is evaluated and prioritized, and then cross-referenced with work proposed for other utilities, road repairs, or reconstruction. Unless circumstances require otherwise, FY2014 funding will support construction of a new eight inch pipe (2,500 linear feet) on Grant Street from Junction Street to Dedham Avenue.*

Service Connections *The purpose of this program is to remove old iron pipe water services that contain lead from the water distribution system. Old iron and lead water services are replaced prior to a road reconstruction/paving project. If the water service connections are not replaced, an element of the subsurface infrastructure is susceptible to failure before the useful life of the reconstructed roadway has been realized. The FY2014 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule.*

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $1,563,100 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Water	Small Specialty Equipment	$ 57,300	
Water	Filter Media Replacement	$ 115,000	
Water	Irrigation Supply Feasibility Design	$ 80,000	
Water	SCADA System Upgrade	$ 435,000	
Water	System Rehabilitation Program	$ 715,800	
Water	Service Connections	$ 160,000	
	Total Appropriation	$ 1,563,100	

ACTION: So voted by unanimous consent.

ARTICLE 48: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $50,450 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

Article Information: The 2012 Annual Town Meeting authorized the creation of an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities, particularly Memorial and DeFazio, which were renovated as part of a remarkable public/private partnership at a cost of more than $7 million. The December 31, 2012 balance in the fund was $283,020.

MOVED: That the Town vote to raise, and/or transfer and appropriate the sum of $50,450 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy.

ACTION: So voted by unanimous consent.

At this time the Moderator proceeded with the remaining articles in the Warrant.

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

Mr. Mark J. Gluesing, Chairman, presented a brief report on updates to the Community Preservation Act and their affect on Needham. In July of 2012, the Massachusetts legislature passed amendments to the Community Preservation Act. There were changes to funding aspects of the Act, and most importantly for Needham, the Act was amended to allow CPA funds to be spent

on recreation and open space projects on previously town owned properties. Prior to the changes, CPA funds could be used for recreation projects or improvements only on land that had been previously purchased with CPA funds. This was a very desirable change for towns like Needham with little open space available, but with existing recreation facilities in need of renovation. The CPC and Town Meeting have already taken advantage of this change at the November 2012 Special Town Meeting where funding for the renovation of Greene's Field was approved.

The Committee recognized that there was likely a backlog of recreation and open space projects that had not been put forward due to lack of money in the Town budget. We were concerned that there might be a rush by the various committees with an interest in these types of projects to submit them to the CPC for funding. The committee would then be in the position of sorting out the relative values of different, but desirable projects, all while trying to consider the potential future project funding needs.

Members of the CPC met with our staff liaison, and the Town Manager, to develop a plan for managing the potential applications for CPA funds. We decided the best approach was to have a meeting with representatives of all the stakeholders, Selectmen, School Committee, Finance Committee, Park and Recreation, Conservation Commission, Housing Authority, Historic Commission, and Planning Board. We asked these boards and committees to submit a prioritized list of potential CPA projects. We then created a coordinated list of identified projects that had already been identified by the various groups and had received varied degrees of study already. This coordinated list was reviewed with the entire group and agreed upon. There were also several projects that were classified as future potential projects, which are recognized projects that have not yet been studied enough to know the full scope or desired timing.

With the assistance of the Town Manager and staff, we assigned estimated costs to the identified projects, and created a 5 year plan for funding them. The goal was to balance the annual spending on these projects, while still providing funding for Town Hall debt service, and what the Community Preservation Plan calls small projects, like previously approved applications for preservation of historic artifacts, or projects in support of affordable housing. We also wanted to schedule the identified projects to maintain a sufficient balance in the general reserve fund for the potential purchase of open space, or to contribute to the funding of the larger future potential projects such as Rosemary Pool or Emery Grover.

The projects recommended to you by the CPC in this Annual Town Meeting are all included in this plan. This years applications are for design funds only, and the future construction has been scheduled to conform to the priorities I just described. We expect to update this plan annually with the Town Manager, in consultation with the other stakeholders. I want to thank all the participating Boards and Committees, and we especially thank the Town Manager for her support in this effort.

ARTICLE 3 was adopted by unanimous consent earlier this evening.

ARTICLE 4 was adopted by unanimous consent earlier this evening.

ARTICLE 5 was adopted by unanimous consent earlier this evening.

ARTICLE 6: APPROPRIATE FOR FACILITY MASTER PLAN STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $150,000 for a facility master plan feasibility study, to be spent under the direction of the Permanent Public Building Committee/Town Manager and raised from the tax levy; or take any other action relative thereto.

Article Information: This article will fund a feasibility study as a follow-up to the plan released in 2007. The DiNisco study included an action plan for years 2008 – 2012 and a tentative plan for years 2013 – 2022. Since the release of the plan, the Town has renovated and re-opened the High Rock School, renovated and re-opened the Town Hall, constructed and opened a new Public Services Administration Building, renovated and re-opened the Newman School, and begun construction on a new Senior Center. Funding for the relocation of the Salt Shed has been secured, and funding for DPW garage bay storage is proposed for funding under Article 42. A study of options for location of the School Administration staff and the suitability of the Emery Grover Facility are underway, as is an evaluation of Rosemary Pool. Condition Assessments of the Hillside, Mitchell, and Pollard School have been conducted and energy audits of 10 facilities were completed in 2011. A pre-feasibility study for the options for renovation or reconstruction of the Hillside and Mitchell Schools is complete, and the Town is in the process of preparing a Statement of Interest to submit to the Massachusetts School Building Authority for reconstruction of those schools. Evaluation and planning for existing municipal facilities, including Police and Fire Stations, Public Works Operations, RTS, Ridge Hill/Nike, and School buildings, as well as future possibilities such as a community center, is needed to update the Facility Master Plan for the next five year period and beyond.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $150,000 for a facility master plan feasibility study, to be spent under the direction of the Permanent Public Building Committee/Town Manager and raised from the tax levy.

Mr. Maurice P. Handel, Selectman, addressed this proposal and recommended adoption on behalf of the Board of Selectmen.

Mr. John P. Connelly, member, supported this article on behalf of the Finance Committee.

In response to an inquiry from Deborah S. Winnick, Mr. Handel noted that Ridge Hill and the Nike Site are linked in this article because they are adjacent to each other.

In response to an inquiry from Steven M. Rosenstock, Mr. Handel advised that the Board of Selectmen is the body responsible for this project and will consult with other boards and committees.

Mr. David J. Escalante expressed concern that there have been many projects with prior master plans and many were not done. He indicated that because of this he could not support this article.

Mr. Arthur Walitt questioned who the recipient of this appropriation is and will there be a bid process. Mr. Handel advised that the Permanent Public Building Committee goes through the bid process.

ACTION : The main motion was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the motion passed by majority vote on a voice vote.

ARTICLE 7: APPROPRIATE FOR WARNER FIELD RENOVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $25,000 for the renovation of Warner Field at DeFazio Park, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that the following be transferred: $5,410 from Article 65 of the May 2006 Annual Town Meeting, $16,659 from Article 7 of the May 2007 Special Town Meeting, and $2,931 from Article 8 of the May 2010 Special Town Meeting; or take any other action relative thereto.

Article Information: This article would fund the renovation of areas in and around the infield and foul lines of the Warner Field at the DeFazio Complex. These areas have been aerated and seeded numerous times, but have failed to thrive due to the amount of weeds. The outfield at Warner Field was recently sodded, and this project will complete the renovation of the field. This project will also serve to protect the newly sodded area, as there will be less opportunity for weed seeds to migrate.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $25,000 for the renovation of Warner Field at DeFazio Park, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that the following be transferred: $5,410 from Article 65 of the May 2006 Annual Town Meeting, $16,659 from Article 7 of the May 2007 Special Town Meeting, and $2,931 from Article 8 of the May 2010 Special Town Meeting.

Mr. Matthew D. Borrelli, Selectman, addressed this article on behalf of the Board of Selectmen. He indicated that Warner Field, one of the fields on the DeFazio Complex, has been aerated and seeded multiple times but has not thrived. The outfield was recently sodded and is doing well. This proposal hopes to complete the project by sodding the infield. The Board of Selectmen unanimously approves this article.

Mr. Richard M. Reilly, Chairman, endorsed this proposal on behalf of the Finance Committee. He explained that this field is totally unacceptable. The funds to pay for this project come from previously unexpended funds.

In response to an inquiry from Mr. Irwin Silverstein, Mr. Borrelli indicated that with this sod application, the results will be different.

In response to inquiry from Susan W. Abbott, Mr. Borrelli advised that the field has an irrigation system which comes from various town sources.

Mrs. M. Patricia Cruickshank expressed concern with how the fields are rated.

After a brief discussion, a motion to move the previous question was offered by Mrs. Sandra Balzer Tobin. The motion was presented and carried by the required two-thirds vote declared by the Moderator on a voice vote.

ACTION: The main motion was presented and carried by majority vote declared on a voice vote.

ARTICLE 8: APPROPRIATE FOR LED CONVERSION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $28,070 for LED Conversion, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that the following be transferred: $5,165 from Article 13 of the May 2004 Special Town Meeting, $15,367 from Article 32 of the May 2008 Annual Town Meeting, $5,559 from Article 32 of the May 2010 Annual Town Meeting, and $1,979 from Article 8 of the May 2010 Special Town Meeting; or take any other action relative thereto.

Article Information: The Town has undergone a concerted effort to convert its traffic signal bulbs from incandescent to LED. The Town has converted approximately 55% of the traffic signals to date, and has begun to realize energy savings – projected to be $28,070 in FY2014. This article would fund the upgrade of the remaining traffic signals.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $28,070 for LED Conversion, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that the following be transferred: $5,165 from Article 13 of the May 2004 Special Town Meeting, $15,367 from Article 32 of the May 2008 Annual Town Meeting, $5,559 from Article 32 of the May 2010 Annual Town Meeting, and $1,979 from Article 8 of the May 2010 Special Town Meeting.

Mr. Matthew D. Borrelli, Selectman, recommended adoption of this proposal on behalf of the Board of Selectmen.

Mr. Richard A. Zimbone, member, advised that the Finance Committee voted unanimously to support this article.

Mr. Glenn S. Orenstein suggested that the town not convert the amber lights.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 9: APPROPRIATE THE FY2014 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of $40,000, from Free Cash in the amount of $1,619,224, from the overlay surplus in the amount of $500,000, from amounts reserved for debt exclusion offsets in the amount of $122,507, and $711,000 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post-employment health and

life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

MOVED: That the Town vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of $40,000, from Free Cash in the amount of $1,619,224, from the overlay surplus in the amount of $500,000, from amounts reserved for debt exclusion offsets in the amount of $122,507, and $711,000 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose.

Mr. Richard M. Reilly, Chairman, presented the FY2014 Budget Report on behalf of the Finance Committee

The balanced budget presented this evening is the product of some six months of submissions and diligent review. Mr. Reilly indicated that he will focus on the major revenue and expense components of the proposed budget, commenting on how these have changed from the current budget. He will conclude with some cautions on issues that likely will be faced in the future. However, the Finance Committee believes that these issues should not have a significant impact on the 2014 budget, but we are less sanguine thereafter.

Total general revenue is expected to increase by a little over 1%. Our revenue picture is actually better than this, but, as you may already be aware, there is a timing issue associated certification by the Massachusetts Department of Revenue of certain receivables from the Massachusetts School Building Administration, or MSBA. As a result, our ability to appropriate these funds has been delayed.

The first item, local receipts, covering excise taxes, license, and permitting fees primarily is up by 7%. As you can see, the largest source of revenue to the Town is from the property taxes, which are projected to increase by some 4% or $4 million over this year. $3.6 million of the increase in property tax revenue in FY14 is attributable to the increase in the base tax levy. Roughly two-thirds of this increase is due to allowable tax increases under Proposition 2 ½, while the remaining one-third is due to new growth. State aid, the major component of which is often referred to as "Cherry Sheet" aid, together with MSBA reimbursements, is projected to increase by 4.4%. The final amount of Cherry Sheet aid will be determined as the legislative process at the State level is concluded. The category of "Other" Revenue is down by over $3.7 million, or almost 53%. This is almost entirely attributable to so- called Free Cash, more accurately the excess of revenues over expenditures in the most recently competed fiscal year- 2012. As mentioned earlier, this decline is primarily due to a timing issue in connection with the receipt of reimbursements for certain school projects. While we fully expect these funds to be certified by the DOR with respect to Fiscal 2013, these funds are not available to us to appropriate for the 2014 budget at this time. This does not have an impact on our Operating Budget, since our practices limit the amount of Free Cash that we use to fund our Operating Budget. It will have an impact on our Cash Capital appropriations, however, as we will discuss in more detail when we get to Article 39. Finally, reimbursements from the Enterprise Funds and from the CPA are up by 5.7%.

Once we arrive at a total General Revenue amount, we provide for certain appropriations for items such as cash capital and for various assessments and abatements. The total of these adjustments, all of which are detailed at page 12 of the warrant, is slightly over $5 million, leaving approximately $123.6 million for our Operating Budget, an increase of almost 4.7% over this year's budget.

A detailed discussion of how these funds are allocated is contained in our letter on pages 1-8 of the Warrant, while the actual line items are set forth on pages 13-17. [Slide 3] Looking at our expenditures on a macro level, we spend $ 92.3 million on personnel related costs. Salary and wages, at $71.3 million, account for 57% of our total expenditures, while benefits, including retiree related costs, at $21 million, amount to 17%. These items, salaries and benefits, are up 4.9% and 3.8%, respectively, over this year's budget. The next category, debt service, at $12.1 million, amounts to just under 10% of our budget, with 15.6% of our budget, or $19.2 million, going to the purchase of goods and services, including energy, supplies and other costs. Again, these items, debt service and the purchase of goods and services, are up 7.9% and approximately 3%, respectively, over the current budget.

The final chart looks at the components of our budget on a departmental basis, but again at a macro level. Townwide expenses, which represent a little more than 28% of our total operating expenses, are up a little over 5%. Two elements are worth commenting on. The cost of funding our pension obligation is up by 8.5% due both to the need to adopt an updated actuarial table, reflecting longer life expectancies and to the fact that lower than projected investment performance was achieved in 2011. In addition, as mentioned, debt service is up by 7.9%, reflecting the addition of the costs of the Newman School HVAC project and a full year of the CPA supported debt service for the Town Hall.

Public Safety, which accounts for 10.5% of our budget, is up by 4.5%, reflecting new collective bargaining agreements. It should be noted that the Fire Department has held the line on expense increases for several years. It is reasonable to expect that this line item will increase in next year's budget as we address this segment of the Fire Department budget.

Schools, overall, are up by 5.5%. Our Minuteman assessment is actually down from this year, reflecting reduced Needham enrollment at that school. The Needham School Department budget is up by just under $2.9 million, or approximately 5.6%. Of the $2.9 million, 42.5% is for wage increases; 24.8% is for mandated student support services, primarily related to special education; 20.4% is for maintaining level services, a cost driven primarily by increasing enrollments at the upper grades, including the High School, and 12.3% of the total increase is for overall program improvements. All other departmental expenses, which account for just under 17% of our total operating budget, are up by 2%.

The above is an overview of the Budget we are proposing for your consideration. The Town's financial structure is sound. Our revenues have grown despite continued weakness in the overall economy. This revenue growth has been driven by our property tax receipts which have benefited from growth in the value of both our residential and commercial property. This is a

reflection of the sound policies that successive Town meetings have followed. There are, however, some clouds on the horizon, particularly with respect to what might be referred to as external revenue, funds which come to us from external sources such as the Federal and State governments. As an earlier chart showed, we expect to receive $10.5 million in revenue from the state, including both Cherry Sheet Aid and MSBA reimbursements. These are not the only external funds that we receive. We also receive significant Federal funding, as well as grants from the State, and from other sources. In addition to important funding for our schools, these funds provide significant support to the Public Safety and Health and Human Service areas. We have no control over these sources of revenue, and the continued reliance on such funds, at current levels, may be problematic. One way or another, whether through "Son of Sequester" or some more thoughtful approach, efforts to address the Federal deficit could have a negative impact on the flow of funds to the state and to our community. We need to be alert to this possibility and not permit our current relative well being to undermine the discipline that got us to where we stand today. New programs, once initiated, are very difficult to wind down. Indeed they tend to grow. On the expense side, it is clear that personnel costs are the prime driver of our expenses. This is perfectly understandable in what can appropriately be characterized as a "service business". We have been diligent in managing our so-called legacy costs- pension and related costs- and must continue to do so. In addition, we need to continue to invest in technology, with a particular eye to achieving cost saving efficiencies, especially with respect to staffing levels, where that is possible. We encourage all departments, when considering technology investments, to focus specifically on achievable economies and to adopt metrics to measure whether such economies were, in fact, achieved. In closing, I want to express the thanks of the entire Finance Committee to the Town Manager and her staff, particularly the Finance Director, as well as the Board of Selectmen for the professional and constructive approach they brought to the budget process. In addition, the Department heads and their staffs, as well as the citizens who volunteered for the various Boards with whom we consulted during the process, carefully balanced their roles as advocates for their respective areas, with the broader needs of the Town as a whole. It is because of the combined and cooperative efforts of all these people, both employees and volunteers, that we have been able to develop the balanced budget that we present to you this evening and which we urge you to approve.

The Moderator announced that he will go through the budget line item by line item. If any Town Meeting Member wishes to ask a question or make an amendment, he/she should do so under that particular line item.

Dr. Joseph P. Barnes, Jr., Chairman addressed the School Department budget on behalf of the School Committee.

In response to an inquiry from Mr. David C. Harris, unanimous consent was given to allow Town Manager and non-resident, Kate Fitzpatrick, to address Town Meeting. Mrs. Fitzpatrick explained that the Town is looking into use of credit cards for other departments without revolving funds for the future. Currently, the Park and Recreation Commission has a revolving fund which allows them to accept credit cards for programs.

ACTION: The main motion was presented and carried by unanimous vote.

VOTED: That the Town raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of $40,000, from Free Cash in the amount of $1,619,224, from the overlay surplus in the amount of $500,000, from amounts reserved for debt exclusion offsets in the amount of $122,507, and $711,000 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose.

Townwide Expenses

1. Non Contributory Retirement Payments	34,100
2. Contributory Retirement System	5,420,454
3. Group Health Insurance & Benefits	10,091,409
4. Retiree Insurance & Insurance Liability Fund	4,727,462
5. Unemployment Compensation	250,000
6. Debt Service	12,108,851
7. Worker's Compensation	467,550
8. Casualty Liability & Self Insurance Program	525,000
9. Classification Performance & Settlements	25,000
10. Reserve Fund	1,373,243
Total	35,023,069
Townwide Expense Total	**35,023,069**
Board of Selectmen & Town Manager	
11A Salary & Wages	687,407
11B Expenses	106,941
Total	**794,348**
Town Clerk & Board of Registrars	
12A Salary & Wages	282,647
12B Expenses	39,265
Total	**321,912**
Town Counsel	
13A Salary & Wages	71,790
13B Expenses	234,000
Total	**305,790**
Personnel Board	
14A Salary & Wages	600
14B Expenses	15,000
Total	**15,600**
Finance Department	
15A Salary & Wages	1,637,963
15B Expenses	797,005
15C Capital	37,500
Total	**2,472,468**

Finance Committee	
16A Salary & Wages	31,668
16B Expenses	1,225
Total	**32,893**
General Government Total	**3,943,011**
Planning	
17A Salary & Wages	252,939
17B Expenses	16,460
Total	**269,399**
Community Development	
18A Salary & Wages	129,899
18B Expenses	11,858
Total	**141,757**
19 Reserved	-
Land Use and Development Total	**411,156**
Police Department	
20A Salary & Wages	5,175,845
20B Expenses	292,426
20C Capital	155,752
Total	**5,624,023**
Fire Department	
21A Salary & Wages	6,581,793
21B Expenses	262,482
21C Capital	-
Total	**6,844,275**
Building Inspector	
22A Salary & Wages	528,614
22B Expenses	31,040
Total	**559,654**
Public Safety Total	**13,027,952**
Minuteman Assessment	
23 Assessment	733,961
TOTAL	**733,961**
Needham Public Schools	
24 Needham Public School Budget	53,995,587
TOTAL	**53,995,587**
Public Schools Total	**54,729,548**
Department of Public Works	
25A Salary & Wages	3,207,178
25B Expenses	1,406,974
25C Capital	7,750
25D Snow & Ice	400,000
Total	**5,021,902**
Municipal Parking Program	
26 Municipal Parking Program	70,250
Total	**70,250**
Municipal Lighting Program	
27 Municipal Lighting Program	217,804
Total	**217,804**
Public Works Total	**5,309,956**
Department of Public Facilities	
28A Salary & Wages	3,407,208
28B Expenses	4,595,982
28C Capital	
Total	**8,003,190**
Public Facilities Total	**8,003,190**
Health Department	
29A Salary & Wages	418,295
29B Expenses	97,254
Total	**515,549**
Human Services	
30A Salary & Wages	555,478
30B Expenses	114,870
Total	**670,348**
Commission on Disabilities	
31A Salary & Wages	-
31B Expenses	550
Total	**550**
Historical Commission	
32A Salary & Wages	-
32B Expenses	1,050
Total	**1,050**
Needham Public Library	
33A Salary & Wages	1,103,803
33B Expenses	315,748
Total	**1,419,551**
Park & Recreation Department	
34A Salary & Wages	468,456
34B Expenses	106,000
Total	**574,456**
Memorial Park	
35A Salary & Wages	-
35B Expenses	750
Total	**750**
TOTAL: COMMUNITY SERVICES	**3,182,254**
DEPARTMENT BUDGET TOTAL	**88,607,067**
TOTAL OPERATING BUDGET	**123,630,136**

ARTICLE 10: APPROPRIATE THE FY2014 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2014, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
RTS Enterprise
FY 2014

Line #	Description	FY 2012 Expended	FTE	FY 2013 Current Budget	FTE	FY 2014 Recommended	FTE	Town Meeting Amendments
101A	Salary & Wages	$ 635,630	9.0	$ 653,290	9.0	$ 666,915	9.0	
101B	Expenses	$ 1,029,974		$ 1,214,293		$ 1,221,816		
101C	Operating Capital	$ 37,620		$ 43,000		$ 60,000		
101D	Debt Service	$ 149,361		$ 150,000		$ 150,000		
102	Reserve Fund	Transfers Only		$ 25,000		$ 25,000		
TOTAL		**$ 1,852,585**	**9.0**	**$ 2,085,583**	**9.0**	**$ 2,123,731**	**9.0**	
FY2014 Budget Percentage Change from FY2013 Budget							1.8%	

and further to meet this appropriation that $801,458 be raised from the tax levy and transferred to the RTS Enterprise Fund, and $85,000 be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

Article Information: The Town's Recycling Center and Transfer Station (RTS) is one of the most utilized facilities within the Town - approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for many Town Departments along with the materials processing area and snow dump services for the Department of Public Works. In addition, the RTS maintains municipal agreements with various municipalities for wood waste processing services and material screening services. The RTS also provides a variety of other specialty recycling options for the Town such as books, clothing, and many other reusable items for residents to utilize as needed.

The operating budget for FY2014 is $38,148, or 1.8% more than the FY2013 budget. The change is attributable to a $13,625 increase in personnel related costs (2.1%), a $7,523 increase in non-personnel related costs (0.6%), a $17,000 change in operating capital (39.5%), and no change in the debt service and reserve fund lines for next year.

MOVED: That the Town vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2014, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
RTS Enterprise
FY 2014

Line #	Description	FY 2012 Expended	FTE	FY 2013 Current Budget	FTE	FY 2014 Recommended	FTE	Town Meeting Amendments
101A	Salary & Wages	$ 635,630	9.0	$ 653,290	9.0	$ 666,915	9.0	
101B	Expenses	$ 1,029,974		$ 1,214,293		$ 1,221,816		
101C	Operating Capital	$ 37,620		$ 43,000		$ 60,000		
101D	Debt Service	$ 149,361		$ 150,000		$ 150,000		
102	Reserve Fund	Transfers Only		$ 25,000		$ 25,000		
TOTAL		**$ 1,852,585**	**9.0**	**$ 2,085,583**	**9.0**	**$ 2,123,731**	**9.0**	
FY2014 Budget Percentage Change from FY2013 Budget							1.8%	

and further to meet this appropriation that $801,458 be raised from the tax levy and transferred to the RTS Enterprise Fund, and $85,000 be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

Mr. John A. Bulian, member, addressed this proposal on behalf of the Board of Selectmen. He indicated that this facility is one of the most utilized facilities in the Town of Needham. The average cost per year to pay an outside firm to remove trash is approximately $500 - $700 per year.

Mr. Richard A Zimbone, member, recommended adoption of this article on behalf of the Finance Committee.

In response to an inquiry from Kenneth Scott Muldoon, Kate Fitzpatrick, Town Manager, stated that haulers bring in 33% of the RTS revenue. She also explained to Mr. Carl S. Ship that the salary & wages line item includes overtime and increased hours of operation.

ACTION: The main motion was presented and carried by majority vote declared on a voice vote.

ARTICLE 11 was adopted by unanimous consent earlier this evening.

ARTICLE 12: APPROPRIATE THE FY2014 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2014, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
Water Enterprise
FY 2014

Line #	Description	FY 2012 Expended	FTE	FY 2013 Current Budget	FTE	FY 2014 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	$ 863,102	16.0	$ 1,028,088	16.0	$ 1,048,593	16.0	
301B	Expenses	$ 936,221		$ 1,026,906		$ 1,047,350		
301C	Capital Outlay	$ 52,000		$ 20,000		$ 31,500		
301D	MWRA Assessment	$ 610,028		$ 965,737		$ 1,273,404		
301E	Debt Service	$ 1,540,937		$ 1,550,000		$ 1,550,000		
302	Reserve Fund	Transfers Only		$ 75,000		$ 75,000		
	TOTAL	**$ 4,002,288**	**16.0**	**$ 4,665,731**	**16.0**	**$ 5,025,847**	**16.0**	
	FY2014 Budget Percentage Change from FY2013 Budget						7.7%	

and further to meet this appropriation that $359,567 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day, and the Town is registered for approximately 4.0 million gallons of water per day. The Department of Environmental Protection (DEP) permit allows approximately 2.9 million gallons of water per day to be pumped. The Charles River Well Field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 135 miles of water mains, 1,166 public hydrants, 3,400 water gate valves, and 9,800 water service connections. This system supports approximately 14,100 installed meters.

The overall operating budget for FY2014 is $360,116 or 7.7% more than the FY2013 budget. This increase is primarily due to an increase in the MWRA assessment for the Town's water use. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2014 water assessment is based on CY2012 water use. The preliminary water assessment for FY2014 is $1,273,404 an increase of $307,667 or approximately 31.9% more than the FY2013 budget. The final assessment from the MWRA is not expected until the end of the State budget process. The increase reflected the higher use of MWRA water because the Town's main drinking water supply well remained off-line until late summer. The Town also relied on 100% MWRA water for approximately ten days in the late spring early summer as necessary repairs were done to the backwash tank.

The personnel expense line has increased by $20,505 a 2.0% change from the FY2013 budget. This budget is inclusive of the collective bargaining agreement for FY2014. As with the RTS and Sewer enterprise budgets, there is no increase in the number of funded positions. The Water Enterprise Fund expense line is $20,444 higher also 2.0 higher than the FY2013 budget. The growth in the expense line is attributable to an increase in professional and technical expenses of $11,600 and a $13,558 increase in vehicle supplies. A portion of those increases were offset by reductions in a number of other expenses. The operating capital has been increased by $11,500 to $31,500 for FY2014; a 57.5% increase. The additional funds are intended for small diameter water main work near Pershing Street and Hamilton Place. The balance of the operating capital expense line is for items that are typically needed to respond to an urgent situation such as a replacement of a water

hydrant, larger water main and gate parts, or other low dollar time-sensitive repairs. Debt service is level funded at $1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. The water reserve fund is level dollar for FY2014.

The FY2014 budget plan includes the use of $359,567 in water retained earnings to mitigate increase in the MWRA assessment due to the well being off-line. The Town also regularly supplements it water needs due to irrigation water demand during the summer months. This water use is anticipated and is reflective in the irrigation rates.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

MOVED: That the Town vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2014, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
Water Enterprise
FY 2014

Line #	Description	FY 2012 Expended	FTE	FY 2013 Current Budget	FTE	FY 2014 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	$ 863,102	16.0	$ 1,028,088	16.0	$ 1,048,593	16.0	
301B	Expenses	$ 936,221		$ 1,026,906		$ 1,047,350		
301C	Capital Outlay	$ 52,000		$ 20,000		$ 31,500		
301D	MWRA Assessment	$ 610,028		$ 965,737		$ 1,273,404		
301E	Debt Service	$ 1,540,937		$ 1,550,000		$ 1,550,000		
302	Reserve Fund	Transfers Only		$ 75,000		$ 75,000		
TOTAL		**$ 4,002,288**	**16.0**	**$ 4,665,731**	**16.0**	**$ 5,025,847**	**16.0**	
FY2014 Budget Percentage Change from FY2013 Budget							7.7%	

and further to meet this appropriation that $359,567 be transferred from Water Enterprise Fund Retained Earnings.

Mr. John A. Bulian, Selectman, recommended adoption of this proposal on behalf of the Board of Selectmen.

Mr. Richard J. Lunetta, member, advised that the Finance Committee unanimously supports this article.

In response to an inquiry from Mr. Steven M. Rosenstock, Town Manager, Kate Fitzpatrick, stated that the offline well was put back on last summer. She further noted in response to an inquiry from Mr. Gerald C. Rovner that there are 166 fire hydrants and three are currently out of service.

ACTION : The main motion was presented and carried unanimously by voice vote.

ARTICLE 13 was adopted by unanimous consent earlier this evening.

ARTICLE 14: ESTABLISH REVOLVING FUND – FACILITY ACTIVITY USE

To see if the town will vote to authorize a revolving fund for the Public Facilities Department under MGL Chapter 44 Section 53E1/2, that may be spent by the Director of Facility Operations without further appropriation during fiscal year 2014 for the purposes of paying expenses related to community use of public facilities. The Facility Activity Use Fund is to be credited with fees for permits and associated details, and the Director of Facilities Operations may spend $250,000 in revolving fund monies; or take any other action thereto.

Article Information: The purpose of this article is to establish a new revolving fund for the fees and direct costs associated with permitted use of Town facilities. Non-Town organizations that receive permits to use municipal facilities pay a use fee as well as the direct costs associated with the event – such as custodial details. Fees are set by Town policy, and direct costs are based on actual wages. In the past, virtually all of the facilities used by non-Town groups were gymnasiums and auditoriums in School buildings. Permitting of after School use is handled by the Public Facilities Department, the fees paid by non-Town groups have been deposited into a School Department revolving fund, and costs associated with the permitted use are paid out of that fund. Increasingly, other buildings are being used by non-Town groups – such as Powers Hall, and likely the new Senior Center. This article would establish a new revolving fund, allowing for the transfer of the processing function from the School Department revolving fund to the new fund.

MOVED: That the Town vote to authorize a revolving fund for the Public Facilities Department under MGL Chapter 44 Section 53E1/2, that may be spent by the Director of Facility Operations without further appropriation during fiscal year 2014 for the purposes of paying expenses related to community use of public facilities. The Facility Activity Use Fund is to be credited with fees for permits and associated details, and the Director of Facilities Operations may spend $250,000 in revolving fund monies.

Mr. Daniel P. Matthews, Chairman, Board of Selectmen, advised that this article is a request to establish an additional revolving fund for the fees and direct costs associated with permitted use of Town facilities.

Mr. Richard J. Lunetta, member, stated that the Finance Committee deems it prudent with the increased activity with the Town Hall and the new Senior Center. The Finance Committee unanimously supports this article.

ACTION : The main motion was presented and carried unanimously by voice vote.

ARTICLE 15: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department; or take any other action relative thereto.

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. At the time of the printing of the warrant, the FY2014 award amounts had not been released.

MOVED: That the Town vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department.

Mr. Matthew D. Borrelli, Selectman, explained that this proposal allows the Town of Needham to receive and expend state funds on roads. The Board of Selectmen unanimously recommends adoption.

Mr. Gary B. McNeill, member, recommended adoption of behalf of the Finance Committee. He explained that this is an annual article to make repairs to the town roadways.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 16 was adopted by unanimous consent earlier this evening.

ARTICLE 17 was adopted by unanimous consent earlier this evening.

ARTICLE 18: AMEND ZONING BY-LAW – INTERIM REGULATIONS FOR MEDICAL MARIJUANA USES

To see if the Town will vote to amend the Zoning By-Law, as follows:

(a) By adding a new Section 8, Interim Regulations for Medical Marijuana Uses, to read as follows:

"8 Interim Regulations for Medical Marijuana Uses

8.1 Purpose

This section is intended to provide restrictions that will allow the Town adequate time to consider whether to allow facilities associated with the medical use of marijuana, to the extent that such facilities are permitted under state laws and regulations, and, if so, where and under what conditions. Given that a law permitting the medical use of marijuana in the Commonwealth of Massachusetts shall be in effect beginning January 1, 2013, and that the Massachusetts Department of Public Health has yet to promulgate the regulations by which facilities that produce or dispense medical marijuana shall be registered and administered, a restriction on the establishment of such facilities in Needham shall provide the opportunity to study their potential impacts on adjacent uses and on general public health, safety and welfare, and to develop zoning and other applicable regulations that appropriately address these considerations consistent with statewide regulations and permitting procedures.

8.2 Definition

A Medical Marijuana Treatment Center shall mean any medical marijuana treatment center, as defined under state law as a Massachusetts not-for-profit entity that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers, which is properly licensed and registered by the Massachusetts Department of Public Health pursuant to all applicable state laws and regulations.

8.3 Exclusion of other Marijuana Uses

Any establishment that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers shall not be permitted if such establishment has not been properly registered and licensed in accordance with applicable state and local laws and regulations, or is not operated as a not-for-profit entity, or otherwise fails to meet the definition of a Medical Marijuana Treatment Center.

8.4 Exclusion of Accessory Uses

In no case shall the acquisition, cultivation, possession, processing, transference, transportation, sale, distribution, dispensing, or administration of marijuana, products containing or derived from marijuana, or related products be considered accessory to any use.

8.5 Interim Restriction

8.5.1 Medical Marijuana Treatment Centers shall not be permitted in any zoning district in Needham so long as this Section 8 is effective, as set forth in Section 8.6 below.

8.5.2 The cultivation, processing, sale, distribution and distribution of marijuana, products containing or derived from marijuana or related products shall not be permitted in any zoning district in Needham so long as this Section 8 is effective, as set forth in Section 8.6 below.

8.6 Expiration

This Section 8 shall be effective through March 1, 2014.

(b) Amend the Table of Contents to add Section 8, Interim Regulations for Medical Marijuana Uses.

Or take any action relative thereto.

Article Information: This article seeks to amend the Town's Zoning By-law to impose an interim moratorium on the location of medical marijuana facilities in the Town of Needham including but not limited to the operation of medical marijuana clinics and the cultivation of marijuana plants, until March 1, 2014. Given that the system for regulating medical marijuana at the State level is not yet clear, and the Town has not had the opportunity to study and discuss the land use implications of the new law, the Board of Selectmen believes that it would be beneficial to establish an interim restriction on the establishment of such uses in the Town to provide the opportunity to develop a framework for regulating these uses under the Town's Zoning By-law. The proposed moratorium would provide adequate opportunity for the development of such zoning to be presented to the 2014 Annual Town Meeting, if warranted.

MOVED: That the Town vote to amend the Zoning By-Law, as follows:

(b) By adding a new Section 8, Interim Regulations for Medical Marijuana Uses, to read as follows:

"8 Interim Regulations for Medical Marijuana Uses

8.1 Purpose

This section is intended to provide restrictions that will allow the Town adequate time to consider whether to allow facilities associated with the medical use of marijuana, to the extent that such facilities are permitted under state laws and regulations, and, if so, where and under what conditions. Given that a law permitting the medical use of marijuana in the Commonwealth of Massachusetts shall be in effect beginning January 1, 2013, and that the Massachusetts Department of Public Health has yet to promulgate the regulations by which facilities that produce or dispense medical marijuana shall be registered and administered, a restriction on the establishment of such facilities in Needham shall provide the opportunity to study their potential impacts on adjacent uses and on general public health, safety and welfare, and to develop zoning and other applicable regulations that appropriately address these considerations consistent with statewide regulations and permitting procedures.

8.2 Definition

A Medical Marijuana Treatment Center shall mean any medical marijuana treatment center, as defined under state law as a Massachusetts not-for-profit entity that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers, which is properly licensed and registered by the Massachusetts Department of Public Health pursuant to all applicable state laws and regulations.

8.3 Exclusion of other Marijuana Uses

Any establishment that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers shall not be permitted if such establishment has not been properly registered and licensed in accordance with applicable state and local laws and regulations, or is not operated as a not-for-profit entity, or otherwise fails to meet the definition of a Medical Marijuana Treatment Center.

8.4 Exclusion of Accessory Uses

In no case shall the acquisition, cultivation, possession, processing, transference, transportation, sale, distribution, dispensing, or administration of marijuana, products containing or derived from marijuana, or related products be considered accessory to any use.

8.5 Interim Restriction

8.5.1 Medical Marijuana Treatment Centers shall not be permitted in any zoning district in Needham so long as this Section 8 is effective, as set forth in Section 8.6 below.

8.5.2 The cultivation, processing, sale, distribution and distribution of marijuana, products containing or derived from marijuana or related products shall not be permitted in any zoning district in Needham so long as this Section 8 is effective, as set forth in Section 8.6 below.

8.6 Expiration

This Section 8 shall be effective through March 1, 2014.

(b) Amend the Table of Contents to add Section 8, Interim Regulations for Medical Marijuana Uses.

Mr. Maurice P. Handel, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that the Town is seeking an interim moratorium on the location of medical marijuana facilities until March 1, 2014 to allow the Town an additional ten months to prepare for the adequate development of this zoning proposal. He noted that the Board of Selectmen unanimously recommends adoption of this proposal.

Mr. Sam Bass Warner, member, advised that the Planning Board also recommends adoption of the article.

In response to an inquiry from Mr. Jeffrey D. Heller, Mr. Handel advised that this time frame gives the Town time to process effectively a zoning by-law amendment to go to the 2014 Annual Town Meeting.

ACTION : The main motion was presented and carried by two-thirds vote declared by the Moderator on a voice vote.

ARTICLE 19: AMEND ZONING BY-LAW – DIMENSIONAL REGULATIONS

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.1 Basic Requirements, Subsection 4.1.3, Reduction of Area and Frontage Requirements, by revising the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

"4.1.3 Reduction of Area, Frontage, and Setback Requirements

No lot shall be reduced in area or frontage if it already has or will be caused to have less area or frontage than required by this section, except by a taking by eminent domain or a conveyance for a public purpose. Such lots reduced in area or frontage by a taking by eminent domain or a conveyance for a public purpose shall be entitled to the protections afforded by statute and in this By-Law to pre-existing nonconforming lots. Further, if an existing structure is rendered nonconforming as to setback (or more non-conforming as to setback) by a taking by eminent domain or conveyance for a public way or access way or by the approval of a subdivision way for a third party, said structure shall be entitled to the protections afforded by statute and in this By-Law to pre-existing nonconforming structures. Notwithstanding the foregoing, the protections afforded by this section shall not apply to vacant lots existing prior to the effective date of this section which are less than 5,000 sq. ft. and/or with less than 50 feet of frontage."

Or take any other action relative thereto.

Article Explanation: This provision clarifies that a lot reduced in area or frontage by public action is entitled to grandfathered protection. It further clarifies that similar public actions that reduce the setback of preexisting structures on the lot to public or private ways are similarly entitled to grandfathered protection. The protections afforded by this section do not apply to vacant lots existing prior to the effective date of this section which are less than 5,000 sq. ft. in area and/or which have less than 50 feet of frontage.

MOVED: That the Town vote to amend the Needham Zoning By-Law, Section 4.1 Basic Requirements, Subsection 4.1.3, Reduction of Area and Frontage Requirements, by revising the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

"4.1.3 Reduction of Area, Frontage, and Setback Requirements

No lot shall be reduced in area or frontage if it already has or will be caused to have less area or frontage than required by this section, except by a taking by eminent domain or a conveyance for a public purpose. Such lots reduced in area or frontage by a taking by eminent domain or a conveyance for a public purpose shall be entitled to the protections afforded by statute and in this By-Law to pre-existing nonconforming lots. Further, if an existing structure is rendered nonconforming as to setback (or more non-conforming as to setback) by a taking by eminent domain or conveyance for a public way or access way or by the approval of a subdivision way for a third party, said structure shall be entitled to the protections afforded by statute and in this By-Law to pre-existing nonconforming structures. Notwithstanding the foregoing, the protections afforded by this section shall not apply to vacant lots existing prior to the effective date of this section which are less than 5,000 sq. ft. and/or with less than 50 feet of frontage."

Mrs. Jeanne S. McKnight, member, addressed this proposal on behalf of the Planning Board. She explained that this will allow a lot reduction by public action to be entitled to grandfather protection.

Mr. Maurice P. Handel, Selectman, advised that the Board of Selectmen unanimously supports this article because it supports the rights of land owners.

Mr. John P. Connelly, member, advised that the Finance Committee recommends adoption of this article.

In response to an inquiry from Mrs. Sheila G. Pransky, Mrs. McKnight indicated that she is not aware of an issue in Needham but this is the result of a court decision.

In response to an inquiry from Carol I. Urwitz, Mrs. McKnight indicated that owners can make renovations but may require approval from the Board of Appeals.

ACTION : The main motion was presented and carried unanimously by voice vote.

ARTICLE 20: AMEND ZONING BY-LAW – DEFINITIONS

To see if the Town will vote to amend the Needham Zoning By-Law, Section 1.3, Definitions, by revising the existing definition of the term "Half-Story or ½ Story", so that it shall now read as follows: (new language underlined):

"Half-Story or ½ Story – For all single-family detached dwellings and two-family detached dwellings located in all Districts, and apartment and multi-family dwelling units permitted by Special Permit in the Center Business District and located in the half-story directly above the second floor, that portion of a building included between the upper surface of a floor and the lower surface of a sloping roof next above where the area contained therein has a finished ceiling height exceeding 5'-0". Dormers installed in a sloping roof directly above the second story of a structure shall be limited in size as follows: the total length of the front wall(s) of a dormer(s) shall not exceed 30% (thirty percent) of the eave length of the portion of the roof in which the dormer is built. There are no restrictions on dormers installed in a sloping roof directly above the first story of a structure. This definition shall apply to all single-family detached dwellings, two-family detached dwellings, and apartment and multi-family dwelling units permitted by Special Permit in the Center Business District and located in the half-story directly above the second floor. For all other buildings the definition is, that part of a building under a sloping roof where the full-length rafters rest on the top beam of the story below."

Or take any other action relative thereto.

Article Explanation: This provision is a technical change designed to make explicit, as previously adopted by Town Meeting, what may be included in the top half-story of a 2 ½ story single or two-family dwelling, and applies to all districts where such uses are allowed by right or by special permit and the height limit is 2 ½ stories. The current rule adopted by Town Meeting in May of 1999 allows for the placement of dormers in the "½ story" of a 2 ½ story single or two-family dwelling subject to the following restrictions: (1) no more than 50% of the area contained in the ½ story could have a finished ceiling height exceeding 5 feet; and (2) the length of dormers installed in a sloping roof directly above the second story of a structure could not exceed 30% of the eve length of the portion of the roof in which the dormer is built. No change to this rule is proposed by this amendment. Rather the amendment clarifies the applicability of the provision to single-family detached dwellings and two-family detached dwellings located in all zoning districts as has been the practice since its adoption in 1999.

MOVED: That the Town will vote to amend the Needham Zoning By-Law, Section 1.3, Definitions, by revising the existing definition of the term "Half-Story or ½ Story", so that it shall now read as follows: (new language underlined):

"Half-Story or ½ Story – For all single-family detached dwellings and two-family detached dwellings located in all Districts, and apartment and multi-family dwelling units permitted by Special Permit in the Center Business District and located in the half-story directly above the second floor, that portion of a building included between the upper surface of a floor and the lower surface of a sloping roof next above where the area contained therein has a finished ceiling height exceeding 5'-0". Dormers installed in a sloping roof directly above the second story of a structure shall be limited in size as follows: the total length of the front wall(s) of a dormer(s) shall not exceed 30% (thirty percent) of the eave length of the portion of the roof in which the dormer is built. There are no restrictions on dormers installed in a sloping roof directly above the first story of a structure. This definition shall apply to all single-family detached dwellings, two-family detached dwellings, and apartment and multi-family dwelling units permitted by Special Permit in the Center Business District and located in the half-story directly above the second floor. For all other buildings the definition is, that part of a building under a sloping roof where the full-length rafters rest on the top beam of the story below."

Mr. Martin Jacobs, member, addressed this proposal on behalf of the Planning Board. He explained that this article is basically a technical change designed to clean up the language and make explicit what may be included in the top half-story of a 2 ½ story single or two-family dwelling.

Mr. Maurice P. Handel, member, advised that the Board of Selectmen unanimously recommend adoption of this article. He noted that this brings the zoning by-law into compliance.

ACTION: The main motion was presented and carried by two-thirds vote declared on a voice vote by the Moderator.

ARTICLE 21: AMEND ZONING BY-LAW – DIMENSIONAL CONTROLS FOR EXEMPT USES

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. In Section 4.7 Special Conditions, Subsection 4.7.4 Dimensional Controls for Exempt Uses, by deleting Section 4.7.4 in its entirety.

2. In Section 4.7 Special Conditions, Subsection 4.7.5 Change in Dimensional Regulations by Special Permit, by replacing "4.7.5" with "4.7.4" in the first sentence of the second paragraph.

3. In Section 4.7 Special Conditions by renumbering Subsection 4.7.5 Change in Dimensional Regulations by Special Permit as Subsection 4.7.4.

Or take any other action relative thereto.

Article Explanation: This amendment is offered to ensure that the Town remains compliant with the provisions of the Dover Amendment. The Dover Amendment is a subsection of the state's Zoning Act contained within M.G.L. c. 40A, §3, and applies to land owned or leased by non-profit educational corporations, by the Commonwealth, or by religious institutions, and protects educational or religious uses by those organizations "from bylaws or ordinances that prohibit, regulate or restrict the use of land or structures..." Although this protection is often described as an 'exemption' from zoning regulations, such protected uses are still subject to "reasonable regulations concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements". In determining whether a regulation is reasonable under the Dover Amendment nondiscriminatory intent and effect as to the exempt organization must be demonstrated in the bylaw's application.

Currently, the Needham Zoning By-law imposes a minimum open space requirement of 50% on exempt religious and educational uses not otherwise applicable to non-exempt religious and educational uses thereby violating the nondiscriminatory intent and effect rule of the Dover Amendment. The proposed amendment creates parity between exempt and non-exempt uses by eliminating this additional open space requirement for exempt uses. Current dimensional requirements (front, side and rear yard setbacks, floor area ratio, and lot coverage) requirements for all buildings and structures devoted to public, semi-public and institutional uses remain in place and are applied equally to both exempt and nonexempt uses.

MOVED: That the Town vote to amend the Needham Zoning By-Law as follows:

1. In Section 4.7 Special Conditions, Subsection 4.7.4 Dimensional Controls for Exempt Uses, by deleting Section 4.7.4 in its entirety.

2. In Section 4.7 Special Conditions, Subsection 4.7.5 Change in Dimensional Regulations by Special Permit, by replacing "4.7.5" with "4.7.4" in the first sentence of the second paragraph.

3. In Section 4.7 Special Conditions by renumbering Subsection 4.7.5 Change in Dimensional Regulations by Special Permit as Subsection 4.7.4.

Mrs. Elizabeth Jane Grimes, member, addressed this proposal on behalf of the Planning Board. She noted that this amendment will bring the Town into compliance with the provisions of the Dover Amendment as stated in the article explanation above.

Mr. Maurice P. Handel, Selectman, stated that the Board of Selectmen concurs with the Planning Board and unanimously supports this proposal.

Mr. Gary B. McNeill, member, recommended support for this proposal on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 22: AMEND ZONING BY-LAW/ DIMENSIONAL REGULATIONS FOR MIXED-USE 128 ZONING DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. In Section 4.9 Dimensional Regulations for Mixed-Use 128

Amend 4.9 Table

By adding to Front Setback and Side Setbacks notation to footnote (1)

By changing Maximum Lot Coverage from 60% to 65%

By changing Floor Area Ratio from 0.30 to 1.00

By changing Maximum Height from 54 feet to 70 feet

Amend Footnote (1)

By changing the first sentence to read: "All buildings shall be limited to a height of 70 feet, except that, buildings within 350 feet of a river shall be limited to a height of 54 feet."

By adding a new second sentence: "Notwithstanding the forgoing, the Planning Board may allow by special permit a maximum height of up to 84 feet except within 350 feet of a river. If the height of a building is increased above the height of 54 feet, the front setback shall be increased to 15 feet and the side setback to 20 feet."

Amend Footnote (2)

By changing first sentence to read: "Maximum lot coverage shall be 65% for all projects." [65% replaces 60%]

By changing second sentence to read: "However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet the maximum lot coverage may be increased to 75%." [75% replaces 70%]

Amend Footnote (4)

By adding the following sentence at the end of this footnote: "Notwithstanding the preceding sentence, open space shall include pervious surfaces used for ways, access streets, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas. (Pervious surfaces shall not preclude porous pavement, porous concrete, and/or other permeable pavers.)"

Amend Footnote (5)

By changing first sentence to read: "A floor area ratio of up to 1.75 may be allowed by a special permit from the Planning Board." [1.75 replaces 1.5]

By adding the following sentence at the end of the footnote: "Further, the Planning Board may allow a floor area ratio of up to 2.0, by special permit, where the applicant demonstrates, to the Board's satisfaction, that the proposed use will not generate peak hour trips in excess of 0.6 trips per 1,000 square feet of total development area."

2. In Section 4.9.2 Floor Area Ratio, Incentives

Amend Section 4.9.2

By changing the first sentence to read: "In the Mixed Use-128 District the maximum floor area ratio (FAR) permitted by right shall be 1.00." [1.00 replaces 0.3.]

3. Add New Section 4.9.3

The Planning Board may, by special permit, waive any or all dimensional requirements set forth above in this Section 4.9 (including sections 4.9.1 and 4.9.2), by relaxing each by up to a maximum percentage of 25% if it finds that, given the particular location and/or configuration of a project in relation to the surrounding neighborhood, such waivers are consistent with the public good, that to grant such waiver(s) does not substantially derogate from the intent and purposes of the By-Law or the Goals of the District Plan cited in Section 6.8.1(b) of these Zoning By-Laws, and that such waivers are consistent with the requirements of Section 6.8. This section does not authorize the Planning Board to waive the maximum height regulations. (By way of example, the 15' front yard setback could be waived to 11.25'; the 65% lot coverage could be waived to 81.25%; or the 40,000 sq. ft. minimum lot area could be waived to 30,000 sq. ft.)

[The words in brackets are not part of the change but are an explanation of the change.]

Or take any other action relative thereto.

Article Information: Subsequent to Town Meeting adoption of zoning changes with respect to the New England Business Center (Needham Crossing), the Council of Economic Advisors ("CEA") held symposia on the Mixed Use-128 Zoning District to explore the effect of height, floor area ratio, minimum open space and other dimensional requirements on development in that District. As a result of its meetings with the public, affected businesses and other interested parties, the CEA made recommendations regarding dimensional changes to address the constraints and the lack of flexibility in the existing zoning. The CEA sought to bring the zoning of the Mixed Use-128 District in line with that adopted for the NEBC.

The amendments to the Section 4.9 Table would change in the Mixed Use-128 District, the maximum lot coverage to 65% (from 60%), the floor area ratio to 1.0 (from 0.3), and the as of right height to 70 feet (from 54'—although height was allowed to be 68' except within 350' of the river). Under the amendment, building height may be increased up to a maximum of 84 feet by special permit from the Planning Board *except within 350 feet of a river. The amendment also provides for the front setback to be increased (from 5' to 15') and side setback (from 10' to 15') if the height of the building is increased above 54'. The 54' height limitation within 350' of the river would be unchanged.*

Maximum lot coverage would increase from 60% to 65. The adjoining lot landscaping provision, which gives a bonus for combined open space, would be changed from the existing 70% to 75%, so that if a project is designed so that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaping of an adjoining project for at least a distance of 50', the maximum lot coverage could be increased to 75%.

The amendments also increase the floor area ratio by right to 1.00 (from 0.3) and by special permit to 1.75 (from 1.5) and the floor area ratio for low traffic generating uses to 2.0. Open space would also be defined to include pervious surfaces used for walkways, access streets, parking areas, ways, driveways, aisles, or other constructed approaches or service areas.

Because the CEA and Planning Board have concluded that the future development of the Mixed Use-128 District depends on Needham's ability to be responsive to the requirements of new or proposed uses, they have recommended a new section 4.9.3, as was added to the NEBC zoning amendments recently adopted. This amendment will impart greater flexibility into the Zoning By-Law by allowing the Planning Board to relax dimensional requirements up to a maximum of 25%, except height, by special permit after making specific findings as to the propriety of the waivers as to a particular project and location.

MOVED: That the Town vote to amend the Needham Zoning By-Law as follows:

1. In Section 4.9 Dimensional Regulations for Mixed-Use 128

Amend 4.9 Table

By adding to Front Setback and Side Setbacks notation to footnote (1)

By changing Maximum Lot Coverage from 60% to 65%

By changing Floor Area Ratio from 0.30 to 1.00

By changing Maximum Height from 54 feet to 70 feet

Amend Footnote (1)

By changing the first sentence to read: "All buildings shall be limited to a height of 70 feet, except that, buildings within 350 feet of a river shall be limited to a height of 54 feet."

By adding a new second sentence: "Notwithstanding the forgoing, the Planning Board may allow by special permit a maximum height of up to 84 feet except within 350 feet of a river. If the height of a building is increased above the height of 54 feet, the front setback shall be increased to 15 feet and the side setback to 20 feet."

Amend Footnote (2)

By changing first sentence to read: "Maximum lot coverage shall be 65% for all projects." [65% replaces 60%]

By changing second sentence to read: "However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet the maximum lot coverage may be increased to 75%." [75% replaces 70%]

Amend Footnote (4)

By adding the following sentence at the end of this footnote: "Notwithstanding the preceding sentence, open space shall include pervious surfaces used for ways, access streets, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas. (Pervious surfaces shall not preclude porous pavement, porous concrete, and/or other permeable pavers.)"

Amend Footnote (5)

By changing first sentence to read: "A floor area ratio of up to 1.75 may be allowed by a special permit from the Planning Board." [1.75 replaces 1.5]

By adding the following sentence at the end of the footnote: "Further, the Planning Board may allow a floor area ratio of up to 2.0, by special permit, where the applicant demonstrates, to the Board's satisfaction, that the proposed use will not generate peak hour trips in excess of 0.6 trips per 1,000 square feet of total development area."

2. In Section 4.9.2 Floor Area Ratio, Incentives

Amend Section 4.9.2

By changing the first sentence to read: "In the Mixed Use-128 District the maximum floor area ratio (FAR) permitted by right shall be 1.00." [1.00 replaces 0.3.]

3. Add New Section 4.9.3

The Planning Board may, by special permit, waive any or all dimensional requirements set forth above in this Section 4.9 (including sections 4.9.1 and 4.9.2), by relaxing each by up to a maximum percentage of 25% if it finds that, given the particular location and/or configuration of a project in relation to the surrounding neighborhood, such waivers are consistent with the public good, that to grant such waiver(s) does not substantially derogate from the intent and purposes of the By-Law or the Goals of the District Plan cited in Section 6.8.1(b) of these Zoning By-Laws, and that such waivers are consistent with the requirements of Section 6.8. This section does not authorize the Planning Board to waive the maximum height regulations. (By way of example, the 15' front yard setback could be waived to 11.25'; the 65% lot coverage could be waived to 81.25%; or the 40,000 sq. ft. minimum lot area could be waived to 30,000 sq. ft.)

[The words in brackets are not part of the change but are an explanation of the change.]

Mrs. Elizabeth Jane Grimes, member, addressed this proposal and strongly urged adoption on behalf of the Planning Board. This proposal is offered to update the area in an effort to increase business redevelopment.

Mr. Maurice P. Handel, Selectmen, advised that this proposal provides more development potential. The Board of selectmen unanimously supports this proposal.

Mr. John P. Connelly, member, stated that the Finance Committee also recommends adoption of this article. If development is increased, tax revenue is increased.

In response to several inquiries from Mr. Robert E. Deutsch, Mrs. Grimes advised that there are no plans for the D-line; Staples is partially in this area, but Winhall is the only large group; and the Fire Department is aware of the proposed height increase.

Mrs. Lois F. Sockol stated that she understands progress but hopes green space will remain green.

Mrs. Susan W. Abbott suggested stopping the discussion and continuing this article to the adjourned Town Meeting. A motion to postpone this article to a time certain, specifically to Wednesday, May 8, 2013 at 7:30 P.M. was offered by Mrs. Susan W. Abbott.

Messrs. Joshua W. Levy and Sam Bass Warner spoke in favor of continuing the discussion.

Mrs. Abbott's motion to postpone to a time certain was presented, but it failed to pass.

A motion to move the previous question was offered by Mr. Steven M. Rosenstock. The motion was presented and carried by the required two-thirds vote declared by the Moderator.

ACTION: The main motion was presented and carried by two-thirds vote declared by the Moderator on a voice vote.

At 11:13 P.M. Mr. Gilbert W. Cox, Jr. moved that the Annual Town Meeting stand adjourned to Wednesday May 8, 2013 at 7:30 P.M. at the James Hugh Powers Hall, Town Hall, and it was so voted by unanimous vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
Attest:

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* * * * *

ADJOURNED ANNUAL TOWN MEETING

Wednesday, May 8, 2013

Pursuant to adjournment of the Annual Town Meeting held May 6, 2013, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall on Wednesday May 8, 2013, at 7:30 P.M.

Check lists were used and 206 voters were checked on the list as being present, including 203 Town Meeting Members. 44 Town Meeting Members were absent

At the designation of the President of the Needham Clergy Association, Heike Werder, Associate Minister, Congregational Church of Needham, Katie Lee Crane, Interim Minister, First Parish in Needham, gave the invocation.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

At this time discussion commenced under Article 23.

ARTICLE 23: AMEND GENERAL BY-LAW – MARIJUANA CONSUMPTION ON PUBLIC PROPERTY

To see if the Town will vote to amend its General By-Laws, Article 3, Police Powers, Authority and Regulations, by adding the following section;

"3.1.10. Use of Controlled Substances. No person shall smoke, ingest, or otherwise use or consume marijuana or tetrahydrocannibinol (as defined in G.L. c. 94C, 1, as amended) while in or upon any street, sidewalk, public way, footway, passageway, stairs, bridge, park, playground, beach, recreation area, boat landing, public building, schoolhouse, school grounds, cemetery, parking lot, or any area owned by or under the control of the Town; or in or upon any bus or other passenger conveyance operated by a common carrier; or in any place accessible to the public."

And to amend Article 8, Section 8.2.2.4 Police Regulations, by adding the following sub-section:

"J. Use Of Controlled Substances (Section 3.10)

Fine Schedule:
$200 per offense"

and to renumber following subsections accordingly; or take any other action relative thereto.

Article Information: The public consumption of alcohol on Town property is currently regulated under Section 3.1.9 of the General By-laws of the Town of Needham. The purpose of this article is to similarly prohibit the public consumption of marijuana or tetrahydrocannibinol on Town property or in any place accessible to the public, and to allow the Town to impose a fine of $200 per offense for violation of the By-law provision.

Mr. Maurice P. Handel, Selectman, addressed this proposal and advised that the Board of Selectmen unanimously support this article. The purpose of this article is to prohibit public consumption of marijuana on Town property or in any place accessible to the public similar to the public consumption of alcohol.

Mr. Richard S. Creem, member, recommended adoption of this proposal on behalf of the Finance Committee.

Mr. Jason R. Gragg expressed concern that the $200 fine is excessive when the state law requires a $100 fine.

Mrs. Holly Anne Clarke spoke in opposition to this proposal indicating the state law already provides penalties.

Mr. Paul F. Denver suggested that this $200 fine is not appropriate. A motion to strike the sum "$200" and insert in place thereof the sum "$50" was offered by Mr. Paul F. Denver.

A Needham resident and non-Town Meeting Member, addressed Town Meeting suggesting that this proposal is too broad in scope.

Mr. Irwin Silverstein rose in support of this article stating that he is a teacher at a high school and there is a long list of the effects of consumption of marijuana.

Also speaking in favor of this article were Town Meeting Members Edward V. Cosgrove, III, Chairman, Board of Health, Jeffrey D. Heller, and Thomas John Crimlisk.

Mr. Thomas John Crimlisk explained that his father is a veteran and use of medical marijuana was helpful.

Mr. Eric J. Bailey spoke in support of Mr. Denver's amendment.

Speaking in opposition of this article were Town Meeting Members Jeffrey E. Kristeller and Artie R. Crocker.

In response to an inquiry from Mr. Steven M. Rosenstock's concern with the additional regulations, Mr. Maurice P. Handel advised that the Town is trying to protect the rights of other people.

A motion to amend was offered by Mrs. Jeanne S. McKnight to delete "street, sidewalk, public way, footway, passageway, stairs, bridge," and change "any area owned by or under the control of the Town" to "any land owned by or leased by the Town" and delete "; or in or upon any bus or other passenger conveyance operated by a common carrier, or in any place accessible to the public" so that as reworded, the bylaw would be:

"3.1.10. Use of Controlled Substances. No person shall smoke, ingest, or otherwise use or consume marijuana or tetrahydrocannibinol (as defined in G.L. c.94C, 1, as amended) while in or upon any park, playground, beach, recreation area, boat landing, public building, schoolhouse, school grounds, cemetery, parking lot, or any land owned by or leased by the Town."

A motion to move the previous questions was offered by Mr. Sam Bass Warner. The motion was presented, but it failed to pass by voice vote.

A motion to commit and refer the subject matter of Article 23 and all motions to amend to the Board of Selectmen for further study and report back to a future Town Meeting was offered by Mr. David C. Harris.

A motion to move the previous question was offered by Mr. Richard A. Zimbone. The motion was presented and carried by a two-thirds vote declared by the Moderator on a voice vote.

Mr. Harris' motion to refer was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator declared the motion passed on a voice vote.

ARTICLE 24: AMEND GENERAL BY-LAW – ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY

To see if the Town will vote to amend Article 8.2.2.4 (I) of the General By-laws by deleting the sum $50 and inserting in place thereof the sum $200; or take any other action relative thereto.

Article Information: The purpose of this article is to increase the fine for consumption of alcoholic beverages on public property to match the proposed fine for public consumption of marijuana.

MOVED: That the Town vote to amend Article 8.2.2.4 (I) of the General By-laws by deleting the sum $50 and inserting in place thereof the sum $200.

A motion to commit and refer the subject matter of Article 24 back to the Board of Selectmen for further study and report back to a future Town Meeting was offered by Mr. Maurice P. Handel.

Mr. Richard S. Creem, member, stated that the Finance Committee supports Mr. Handel's motion to refer.

A motion to move the previous question was offered by Mrs. Kim Marie Nicols, but the Moderator disallowed the motion since hadn't been any discussion.

The motion to refer was presented and carried by majority vote declared by the Moderator on a voice vote.

ARTICLE 25: AMEND GENERAL BY-LAW – TYPE AND LENGTH OF CONTRACTS

To see if the Town will vote to amend Section 2.1.3 of the General By-laws by inserting at the end of the section the following:

"Lease by the Town of private land or buildings	10
Lease of land from a public agency or authority for recreational purposes	99"

or take any other action relative thereto.

Article Information: The General By-Laws authorize the Town to lease land to private entities for up to ten years, but are silent on lease by the Town of private land. This article would authorize the Town to lease private land, such as the portion of the Dedham Avenue parking lot not owned by the Town, for a period of up to ten years. Secondly, under Article 28, Town Meeting will consider authorizing the Board of Selectmen to lease the abandoned rail corridor in Needham for use as a recreational trail. This article would also enable the Town to lease that land for recreational purposes for up to 99 years.

MOVED: That the Town vote to amend Section 2.1.3 of the General By-laws by inserting at the end of the section the following:

"Lease by the Town of private land or buildings	10
Lease of land from a public agency or authority for recreational purposes	99".

Mr. Daniel P. Matthews, Chairman, addressed this proposal and recommended adoption on behalf of the Board of Selectmen.

Mr. Richard M. Reilly, Chairman, stated that the Finance Committee also recommends adoption.

In response to an Inquiry from Mr. Paul J. Durda, Mr. Matthews explained that the title of the column in the by-law is "Years".

ACTION: The main motion was presented and carried by majority vote declared by the Moderator on a voice vote.

ARTICLE 26: AMEND GENERAL BY-LAW – PRIVATE WAYS

To see if the Town will vote to amend Section 2.2.5.6.3 of the General By-laws by inserting a second paragraph, as follows: "Drainage shall not be included. Fifty one percent of the abutters to the private way must petition for the repairs to be made by the Town and agree to reimburse the Town for the cost of the repairs, if the repairs are expected to exceed $300. If the cost of repairs is not expected to exceed $300, no petition will be required and the abutters will not have to reimburse the Town. Betterment charges will not be assessed for such repairs. The Town shall not be liable for any damage to private property caused by such repairs. The private way need not have been open to public use prior to the repairs being made;" or take any other action relative thereto.

Article Information: The Town of Needham adopted a Private Ways By-Law in 2008. In approving the amendment to the By-law, the Attorney General noted that the Town's By-Law did not include all of the provisions of M.G.L. c, 40, Section 6N, which is the statute that allows the Town to perform temporary repairs on private ways. The Attorney General suggested that the By-Law be amended to include five additional provisions relating to drainage, abutter petition, limit of liability, prior use of the private way, and cash deposit requirements.

MOVED: That the Town vote to amend Section 2.2.5.6.3 of the General By-laws by inserting a second paragraph, as follows: "Drainage shall not be included. Fifty one percent of the abutters to the private way must petition for the repairs to be made by the Town and agree to reimburse the Town for the cost of the repairs, if the repairs are expected to exceed $300. If the cost of repairs is not expected to exceed $300, no petition will be required and the abutters will not have to reimburse the Town. Betterment charges will not be assessed for such repairs. The Town shall not be liable for any damage to private property caused by such repairs. The private way need not have been open to public use prior to the repairs being made;".

Mr. Daniel P. Matthews, Chairman, addressed this proposal on behalf of the Board of Selectmen. He explained that the Town created a Private Ways B-Law in 2008 that did not include the provisions of M.G.L. c. 40, Section 6N which allows the Town to perform temporary repairs on private ways. The Attorney General suggested that the By-Law be amended to include additional provisions as stated in the *Article Information* above. This amendment includes those provisions.

Mr. John P. Connelly, member, recommended adoption on behalf of the Finance Committee.

Mr. Paul S. Alpert expressed concern with the $300 fee limit. Mrs. Rhonda Spector questioned why the town was not liable for repairs if damage is done to private ways

A motion to amend was offered by Mr. Paul S. Alpert to add the words "If the cost of repairs in fact exceeds $300, the abutters will reimburse the Town in excess of the cost over $300".

Mr. Matthews advised Mr. Jeffrey S. Shapiro that a pothole is a repair that would be under $300.

In response to an inquiry from Mrs. Catherine J .Barker, Town Counsel, David Tobin, explained that the By-law shall determine if the Town shall be liable.

Mr. Jason R. Gragg expressed concern that if the Town makes a mistake, the Town should pay for the repairs and not the owners.

A motion to amend was offered by Mr. Irwin Silverstein by striking the words "caused by" and inserting in place thereof the word "if" and adding the words "are not done".

After a brief discussion, Mr. Peter J. Pingitore noted that this article is fraught with ambiguities. A motion to refer the subject matter of Article 26 back to the Board of Selectmen for further study and report back to a future Town Meeting was offered by Mr. Peter J. Pingitore.

The motion to refer was presented and carried by majority vote on a voice vote.

ARTICLE 27: AMEND GENERAL BY-LAW – SIGN BY-LAW

To see if the Town will vote to amend the Needham General By-Law, Article 5, the Sign By-Law as follows:

1. Amend Section 5.2 **DEFINITIONS** as follows:
   a. By adding to e) the word "signs" after the words "on premises" so that it reads: "on-premises signs guiding and directing traffic and parking, not exceeding two square feet in area and bearing no advertising matter;"
   b. By adding to f) the words "regularly or recurrently" between the words "unless" and "located" so that it reads: "devices hand-carried or mounted on vehicles, unless regularly or recurrently located for fixed display;"
   c. By adding a new definition to the end of the section as follows: "Street Banner: A sign in the form of a banner spanning a public street, placed within the Town right-of-way, and/or in locations designated pursuant to Section 5.3.1.5 below."

2. Amend Section 5.3 **ADMINISTRATION** as follows:
   a. By adding to the first sentence of Section 5.3.1 **Design Review Board** the following: "Except for street banners governed, reviewed, and approved by the Board of Selectmen pursuant to Subsection 5.3.1.5, the" so that it reads in pertinent part: "Except for street banners governed, reviewed, and approved by the Board of Selectmen pursuant to Subsection 5.3.1.5, the review of all sign permit applications, and requests for special permits shall be performed by the Design Review Board (herein referred to as the "Board"), as further defined in Section 7.7 of the Needham Zoning By-Law."
   b. By adding a new Section 5.3.1.5 as follows: "**Board of Selectmen**. Street Banners which are placed within the Town right-of-way, spanning public streets and/or in locations authorized by the Board of Selectmen providing notice of a public entertainment or advertising a public, charitable,

religious or educational event may be specifically approved by the Board of Selectmen and displayed in locations authorized by the Board of Selectmen for a time period not to exceed fourteen (14) consecutive days before the announced event. No commercial advertising shall be allowed to appear on the street banner. All street banners shall be removed within two business days following the end of the announced event or entertainment. Street Banners shall not be subject to the sign requirements of Subsections 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6, and 5.3.7, and Sections 5.4 and 5.5. The Board of Selectmen may promulgate such regulations regarding street banners as it deems appropriate."

c. By adding to Section 5.3.2 **Issuance of Permits** the words ",at which the applicant shall appear," in the first sentence of the first paragraph between the words "Board" and "and a sign permit" so that the section reads in pertinent part: "No sign shall be erected, enlarged, redesigned, structurally altered, or used without the review of the Board, at which the applicant shall appear, and a sign permit issued by the Building Inspector, except for signs described in Sub-sections 5.5.1 (a), 5.5.1 (c), and 5.5.3.4."

d. By adding to Section 5.3.2 the following sentences after the first sentence of the second paragraph: "If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this article, he shall within 35 days of filing instruct the applicant to file the application directly to the Design Review Board." Also by adding the following sentence as the last sentence in this paragraph: "If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application." This paragraph shall now read as follows:
"Applicants shall file a permit application accompanied by a photograph of the facade to which the sign is to be attached, or the area of intended location if unattached, and two prints of scale drawings of the sign and supporting structure showing placement thereon; the applicant shall also file five copies of the permit application, including five copies of all application materials, with the Design Review Board. (See Section 7.7 Design Review, of the Zoning By-Law.) If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this article, he shall within 35 days of filing instruct the applicant to file the application directly to the Design Review Board. The Design Review Board shall review requests for sign permits submitted and shall, within thirty-five (35) days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the sign to the Building Inspector and the applicant. No sign permit shall be issued by the Building Inspector within this thirty-five (35) day period unless said recommendations are sooner received. If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application."

e. By deleting the last paragraph of Section 5.3.2 and replacing it with the following: "If the Building Inspector, upon requested review, finds that the proposed sign is not in conformance with this Article as aforesaid, he shall, within 35 days of the filing of the application notify the applicant in writing of the reasons why a sign permit cannot be granted as of right and give the applicant the option of revising the signage or applying for a special permit. The Building Inspector shall forward a copy of such notice to the Board."

f. By deleting the heading of Section 5.3.4 "**Variances**" and inserting instead "**Special Permits.**"

g. By deleting from the first and second sentence of the first paragraph of Section 5.3.4 the words: "apply to the Building Inspector for a permit in accordance with the proceedings established by Sub-section 5.3.2 of this Article. Upon denial of the permit, the applicant shall" so that this section reads in pertinent part: "If an applicant wishes to obtain a permit for a sign that does not comply with this article, he shall apply to the Board for a Special Permit from the requirements of this article in accordance with the procedure established under Sub-section 5.3.3 of this Article."

3. Amend Section 5.4 **GENERAL REGULATIONS** as follows:

a. By deleting from Section 5.4.2.2 **Location** in subsection d) the first "is" in the first sentence and replacing it with "it"; by deleting "upon the issuance of a Special Permit, a"; and by deleting "may be used that does not materially obstruct any neighboring signs or businesses" and inserting instead after the word "perpendicular" the following: " , blade, or projecting sign (hereinafter "projecting sign") is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses. Projecting signs may not be internally illuminated. If the projecting sign is the only sign requested by an applicant seven (7) square feet are allowed by right. If the projecting sign is in addition to a sign on the façade, three (3) square feet is allowed by right. Projecting signs may have a maximum projection of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk." The section would then read:
"No sign shall extend above or beyond the end of the wall to which it is attached, nor overhang a street or sidewalk by more than the thickness (up to 12") of a flat wall sign: except one perpendicular, blade, or projecting sign (hereinafter "projecting sign") is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses. Projecting signs may not be

internally illuminated. If the projecting sign is the only sign requested by an applicant seven (7) square feet are allowed by right. If the projecting sign is in addition to a sign on the façade, three (3) square feet is allowed by right. Projecting signs may have a maximum projection of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk."

b. By adding in Section 5.4.2.3 **Type** in subsection b) the word "banners" between the words "flags" and "spinners" so that the section reads: "Pennants, streamers, advertising flags, banners, spinners or similar devices shall not be permitted."

c. By adding a new subsection d) to Section 5.4.2.3 **Type** as follows: "Sandwich boards are also permitted provided they meet the following requirements: one sign per business; 2 feet by 3 feet maximum sign panel in a black colored frame; they are comprised of permanent printed sign panels or handwritten sign panels; they are located on the site of the advertised business' street front on private property, or if on public property, do not block or interfere with the 48" width of the public sidewalk; they are on display during the business' operating hours only; they may advertise short term sales, daily menus, sign-up periods up to three weeks ahead of end date, and similar special events; they are not internally illuminated; and they do not contain any alcohol or cigarette advertisements."

4. Amend Section 5.5 **PERMITTED SIGNS** as follows:

a. By adding to Subsection 5.5.3 **Business, Industrial and Industrial Park Zoning Districts** subsection 5.5.3.1 **Number** the words "and 5.4.2.2 d)" so that the section reads in pertinent part: "In addition to the signs allowed under Sub-section 5.5.1 and 5.4.2.2 d) the following are permitted:…"

b. By deleting from Subsection 5.5.3.3 **Permanent Freestanding Signs** a) the last sentence, reading: "If a sign is oriented for visibility from Route 128 (I-95) and is to exceed 32 square feet, then it must be approved by the Board; and the Board shall approve the sign only if it finds that the sign complies with the design guidelines established in Sub-section 5.3.5 of this article."

c. By adding to Subsection 5.5.3.4 **Temporary** at the beginning of the section the words: "Except as provided in Section 5.4.2.3 d), temporary" so that the section now reads: "Except as provided in Section 5.4.2.3 d), temporary signs, in addition to signs allowed under Sub-section 5.5.3.1, are permitted only if unlighted, inside of windows, occupying not more than 25% of the area of each window, and advertising sales, special events or changes in the nature of an operation, but shall not otherwise be used to advertise a continuing or regularly recurring business operation and shall be removed promptly when the information they display is out of date or no longer relevant. No permit is required."

Or take any action relative thereto.

Article Information: In addition to a few technical corrections, the amendments address various issues which have come up in recent years. The Town is currently studying the downtown streetscape and one of the amenities that has been sought is the allowance of street banners to announce Townwide events (such as the Street Fair, Harvest Fair, and New Year's Needham celebration). The amendment defines street banners, makes the Board of Selectmen the issuing Board, and specifies who might be entitled to the issuance of permits. It restricts locations to those approved by the Board of Selectmen and dictates the temporary nature of such banners. The Board of Selectmen is also authorized to promulgate regulations regarding street banners.

The amendment also allows applicants who think they may or know they need a special permit for the sign they are seeking to go directly to the Building Inspector and either seek his guidance and/or arrange for the notice necessary for the hearing on such permit applicants. Presently, special permit applicants are required to go the Design Review Board twice, even if they know they require a special permit. The amendment simplifies the procedure. It also makes clear that applicants must appear before the Design Review Board with their application.

In addition, the amendment allows blade or projecting signs as of right even if such sign is a second sign. The amendment makes clear the rules regarding such signs, including size, illumination, and height. Finally, the amendment allows for the use of sandwich signs, which would be regulated per the By-Law in relation to design, size, location, hours of use, nature of advertising and illumination.

MOVED: That the Town to amend the Needham General By-Law, Article 5, the Sign By-Law as follows:

1. Amend Section 5.2 **DEFINITIONS** as follows:

a. By adding to e) the word "signs" after the words "on premises" so that it reads: "on-premises signs guiding and directing traffic and parking, not exceeding two square feet in area and bearing no advertising matter;"

b. By adding to f) the words "regularly or recurrently" between the words "unless" and "located" so that it reads: "devices hand-carried or mounted on vehicles, unless regularly or recurrently located for fixed display;"

c. By adding a new definition to the end of the section as follows: "Street Banner: A sign in the form of a banner spanning a public street, placed within the Town right-of-way, and/or in locations designated pursuant to Section 5.3.1.5 below."

2. Amend Section 5.3 **ADMINISTRATION** as follows:

a. By adding to the first sentence of Section 5.3.1 **Design Review Board** the following: "Except for street banners governed, reviewed, and approved by the Board of Selectmen pursuant to Subsection 5.3.1.5, the" so that it reads in pertinent part: "Except for street banners governed, reviewed, and approved by the Board of Selectmen pursuant to Subsection 5.3.1.5, the review of all sign permit applications, and requests for special permits shall be performed by the Design Review Board (herein

referred to as the "Board"), as further defined in Section 7.7 of the Needham Zoning By-Law."

b. By adding a new Section 5.3.1.5 as follows: "**Board of Selectmen**. Street Banners which are placed within the Town right-of-way, spanning public streets and/or in locations authorized by the Board of Selectmen providing notice of a public entertainment or advertising a public, charitable, religious or educational event may be specifically approved by the Board of Selectmen and displayed in locations authorized by the Board of Selectmen for a time period not to exceed fourteen (14) consecutive days before the announced event. No commercial advertising shall be allowed to appear on the street banner. All street banners shall be removed within two business days following the end of the announced event or entertainment. Street Banners shall not be subject to the sign requirements of Subsections 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6, and 5.3.7, and Sections 5.4 and 5.5. The Board of Selectmen may promulgate such regulations regarding street banners as it deems appropriate."

c. By adding to Section 5.3.2 **Issuance of Permits** the words ",at which the applicant shall appear," in the first sentence of the first paragraph between the words "Board" and "and a sign permit" so that the section reads in pertinent part: "No sign shall be erected, enlarged, redesigned, structurally altered, or used without the review of the Board, at which the applicant shall appear, and a sign permit issued by the Building Inspector, except for signs described in Sub-sections 5.5.1 (a), 5.5.1 (c), and 5.5.3.4."

d. By adding to Section 5.3.2 the following sentences after the first sentence of the second paragraph: "If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this article, he shall within 35 days of filing instruct the applicant to file the application directly to the Design Review Board." Also by adding the following sentence as the last sentence in this paragraph: "If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application." This paragraph shall now read as follows:

"Applicants shall file a permit application accompanied by a photograph of the facade to which the sign is to be attached, or the area of intended location if unattached, and two prints of scale drawings of the sign and supporting structure showing placement thereon; the applicant shall also file five copies of the permit application, including five copies of all application materials, with the Design Review Board. (See Section 7.7 Design Review, of the Zoning By-Law.) If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this article, he shall within 35 days of filing instruct the applicant to file the application directly to the Design Review Board. The Design Review Board shall review requests for sign permits submitted and shall, within thirty-five (35) days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the sign to the Building Inspector and the applicant. No sign permit shall be issued by the Building Inspector within this thirty-five (35) day period unless said recommendations are sooner received. If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application."

e. By deleting the last paragraph of Section 5.3.2 and replacing it with the following: "If the Building Inspector, upon requested review, finds that the proposed sign is not in conformance with this Article as aforesaid, he shall, within 35 days of the filing of the application notify the applicant in writing of the reasons why a sign permit cannot be granted as of right and give the applicant the option of revising the signage or applying for a special permit. The Building Inspector shall forward a copy of such notice to the Board."

f. By deleting the heading of Section 5.3.4 "**Variances**" and inserting instead "**Special Permits**."

g. By deleting from the first and second sentence of the first paragraph of Section 5.3.4 the words: "apply to the Building Inspector for a permit in accordance with the proceedings established by Sub-section 5.3.2 of this Article. Upon denial of the permit, the applicant shall" so that this section reads in pertinent part: "If an applicant wishes to obtain a permit for a sign that does not comply with this article, he shall apply to the Board for a Special Permit from the requirements of this article in accordance with the procedure established under Sub-section 5.3.3 of this Article."

3. Amend Section 5.4 **GENERAL REGULATIONS** as follows:

a. By deleting from Section 5.4.2.2 **Location** in subsection d) the first "is" in the first sentence and replacing it with "it"; by deleting "upon the issuance of a Special Permit, a"; and by deleting "may be used that does not materially obstruct any neighboring signs or businesses" and inserting instead after the word "perpendicular" the following: " , blade, or projecting sign (hereinafter "projecting sign") is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses. Projecting signs may not be internally illuminated. If the projecting sign is the only sign requested by an applicant seven (7) square feet are allowed by right. If the projecting sign is in addition to a sign on the façade, three (3) square feet is allowed by right. Projecting signs may have a maximum projection of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk." The section would then read:

"No sign shall extend above or beyond the end of the wall to which it is attached, nor overhang a street or sidewalk by more than the thickness (up to 12") of a flat wall sign:

except one perpendicular, blade, or projecting sign (hereinafter "projecting sign") is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses. Projecting signs may not be internally illuminated. If the projecting sign is the only sign requested by an applicant seven (7) square feet are allowed by right. If the projecting sign is in addition to a sign on the façade, three (3) square feet is allowed by right. Projecting signs may have a maximum projection of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk."

b. By adding in Section 5.4.2.3 **Type** in subsection b) the word "banners" between the words "flags" and "spinners" so that the section reads: "Pennants, streamers, advertising flags, banners, spinners or similar devices shall not be permitted."

c. By adding a new subsection d) to Section 5.4.2.3 **Type** as follows: "Sandwich boards are also permitted provided they meet the following requirements: one sign per business; 2 feet by 3 feet maximum sign panel in a black colored frame; they are comprised of permanent printed sign panels or handwritten sign panels; they are located on the site of the advertised business' street front on private property, or if on public property, do not block or interfere with the 48" width of the public sidewalk; they are on display during the business' operating hours only; they may advertise short term sales, daily menus, sign-up periods up to three weeks ahead of end date, and similar special events; they are not internally illuminated; and they do not contain any alcohol or cigarette advertisements."

4. Amend Section 5.5 **PERMITTED SIGNS** as follows:

a. By adding to Subsection 5.5.3 **Business, Industrial and Industrial Park Zoning Districts** subsection 5.5.3.1 **Number** the words "and 5.4.2.2 d)" so that the section reads in pertinent part: "In addition to the signs allowed under Sub-section 5.5.1 and 5.4.2.2 d) the following are permitted:…"

b. By deleting from Subsection 5.5.3.3 **Permanent Freestanding Signs** a) the last sentence, reading: "If a sign is oriented for visibility from Route 128 (I-95) and is to exceed 32 square feet, then it must be approved by the Board; and the Board shall approve the sign only if it finds that the sign complies with the design guidelines established in Sub-section 5.3.5 of this article."

c. By adding to Subsection 5.5.3.4 **Temporary** at the beginning of the section the words: "Except as provided in Section 5.4.2.3 d), temporary" so that the section now reads: "Except as provided in Section 5.4.2.3 d), temporary signs, in addition to signs allowed under Sub-section 5.5.3.1, are permitted only if unlighted, inside of windows, occupying not more than 25% of the area of each window, and advertising sales, special events or changes in the nature of an operation, but shall not otherwise be used to advertise a continuing or regularly recurring business operation and shall be removed promptly when the information they display is out of date or no longer relevant. No permit is required."

The following motion to amend was offered by Mr. Maurice P. Handle that the main motion under Article 27 be amended by adding the words "or white" to the new subsection d) of Section 5.4.2.3/Type between the words "black" and "colored frame" so that it reads: "Sandwich signs are also permitted provided they meet the following requirements: one sign per business; 2 feet by 3 feet maximum sign panel in a black or white colored frame…"

Mr. Mark J. Gluesing, Chairman, addressed this proposal on behalf of the Design Review Committee. He explained that street banners, small second signs, and sandwich boards are temporary short term signs permitted for no more than two weeks. He also noted that the special permit process has been simplified. The Design Review Board believes the process should be made as simple and easy as possible.

Mr. Maurice P. Handel, Selectman, addressed this proposal on behalf of the Board of Selectmen. He stated that the Sign By-Law has long been in need of updating and making the approval process easier.

Mr. Jeffrey E. Kristeller applauded the Board of Selectmen and the Design Review Committee for making the process simpler.

Mr. Paul S. Alpert expressed concern over first amendment issues. A motion to strike the word "religious" before the words "or educational" in Section 2.b. 5.3.1.5 was offered by Mr. Paul S. Alpert.

A motion to amend was offered by Mr. Steven M. Rosenstock under Section 2.a. to add a new Section 5.3.1 the words "except where a commercial entity is listed as a sponsor of the event," following the words" street banner".

Mrs. Lois R. Sockol opposed deleting the word "religious".

Mr. Sam Bass Warner and Sheila G. Pransky opposed Mr. Rosenstock's amendment.

A motion to delete Section 2.b. in its entirety was offered by Mr. Eric J. Bailey.

I response to an inquiry from Mr. William R. Dermody, Mr. Mark J. Gluesing advised that the two by three feet black or white colored frames was to create a neutral background.

Mrs. Holly Anne Clarke suggested that the town is trying to over regulate.

Mr. Paul F. Denver rose in support of Mr. Bailey's motion to amend to delete Section 2.b.

In response to an inquiry from Mr. Gerald C. Rovner regarding how another color frame could be allowed, Mr. Gluesing advised that there the business community asked if the

town would set some limits. He also stated that if they have something unusual or another color frame, they can go to the Building Inspector or the Design Review Board.

In response to an inquiry from Mrs. Deborah S. Winnick regarding a third option – the use of signs in which letters are inserted, Mr. Gluesing stated that those signs are not cared for and the letters often fall out.

A motion to delete two other references to street banners, Section 1.c. and Section 2.a, to be combined with his first motion to amend, was offered by Mr. Eric J. Bailey.

Mr. Handel, Selectman, advised that this Sign By-Law is better than what we now have.

A motion to amend Mr. Handel's motion to amend was offered by Mr. Jason R. Gragg to strike "a black or white colored frame" and insert in place thereof the words "any non-fluorescent color".

After a brief discussion a motion to move the previous question on all motions was offered by Mr. Thomas M. Jacobs. The motion was presented and carried by majority vote on a voice vote.

Mr. Gragg's to amend was presented, but it failed to pass by voice vote.

Mr. Bailey's motion to eliminate any reference to street banners was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt. The following tellers were sworn to the faithful performance of their duties: Cynthia J. Chaston, William R. Dermody, Paul H. Attridge, Thomas M. Harkins, Jane B. Murphy, and Heinz R. Brinkhaus. The motion was again presented and carried by a count of hands. The hand count was Yes 117 No 71.

The Moderator stated that Mr. Alpert and Mr. Rosenstock's motions to amend were gone.

ACTION: The main motion, as amended, was presented and carried by majority vote declared by the Moderator on a voice vote.

VOTED: That the Town to amend the Needham General By-Law, Article 5, the Sign By-Law as follows:

1. Amend Section 5.2 **DEFINITIONS** as follows:
   a. By adding to e) the word "signs" after the words "on premises" so that it reads: "on-premises signs guiding and directing traffic and parking, not exceeding two square feet in area and bearing no advertising matter;"
   b. By adding to f) the words "regularly or recurrently" between the words "unless" and "located" so that it reads: "devices hand-carried or mounted on vehicles, unless regularly or recurrently located for fixed display;"

2. Amend Section 5.3 **ADMINISTRATION** as follows:
   a. The review of all sign permit applications, and requests for special permits shall be performed by the Design Review Board (herein referred to as the "Board"), as further defined in Section 7.7 of the Needham Zoning By-Law."
   b. By adding to Section 5.3.2 **Issuance of Permits** the words ",at which the applicant shall appear," in the first sentence of the first paragraph between the words "Board" and "and a sign permit" so that the section reads in pertinent part: "No sign shall be erected, enlarged, redesigned, structurally altered, or used without the review of the Board, at which the applicant shall appear, and a sign permit issued by the Building Inspector, except for signs described in Sub-sections 5.5.1 (a), 5.5.1 (c), and 5.5.3.4."
   c. By adding to Section 5.3.2 the following sentences after the first sentence of the second paragraph: "If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this article, he shall within 35 days of filing instruct the applicant to file the application directly to the Design Review Board." Also by adding the following sentence as the last sentence in this paragraph: "If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application." This paragraph shall now read as follows:
   "Applicants shall file a permit application accompanied by a photograph of the facade to which the sign is to be attached, or the area of intended location if unattached, and two prints of scale drawings of the sign and supporting structure showing placement thereon; the applicant shall also file five copies of the permit application, including five copies of all application materials, with the Design Review Board. (See Section 7.7 Design Review, of the Zoning By-Law.) If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this article, he shall within 35 days of filing instruct the applicant to file the application directly to the Design Review Board. The Design Review Board shall review requests for sign permits submitted and shall, within thirty-five (35) days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the sign to the Building Inspector and the applicant. No sign permit shall be issued by the Building Inspector within this thirty-five (35) day period unless said recommendations are sooner received. If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application."
   d. By deleting the last paragraph of Section 5.3.2 and replacing it with the following: "If the Building Inspector, upon requested review, finds that the proposed sign is not in conformance with this Article as aforesaid, he shall, within 35 days of the filing of the application notify the applicant in writing of the reasons why a sign permit cannot be granted as of right and give the applicant the option of revising the signage or applying for a special

permit. The Building Inspector shall forward a copy of such notice to the Board."

e. By deleting the heading of Section 5.3.4 "**Variances**" and inserting instead "**Special Permits**."

f. By deleting from the first and second sentence of the first paragraph of Section 5.3.4 the words: "apply to the Building Inspector for a permit in accordance with the proceedings established by Sub-section 5.3.2 of this Article. Upon denial of the permit, the applicant shall" so that this section reads in pertinent part: "If an applicant wishes to obtain a permit for a sign that does not comply with this article, he shall apply to the Board for a Special Permit from the requirements of this article in accordance with the procedure established under Sub-section 5.3.3 of this Article."

3. Amend Section 5.4 **GENERAL REGULATIONS** as follows:

a. By deleting from Section 5.4.2.2 **Location** in subsection d) the first "is" in the first sentence and replacing it with "it"; by deleting "upon the issuance of a Special Permit, a"; and by deleting "may be used that does not materially obstruct any neighboring signs or businesses" and inserting instead after the word "perpendicular" the following: " , blade, or projecting sign (hereinafter "projecting sign") is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses. Projecting signs may not be internally illuminated. If the projecting sign is the only sign requested by an applicant seven (7) square feet are allowed by right. If the projecting sign is in addition to a sign on the façade, three (3) square feet is allowed by right. Projecting signs may have a maximum projection of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk." The section would then read:

"No sign shall extend above or beyond the end of the wall to which it is attached, nor overhang a street or sidewalk by more than the thickness (up to 12") of a flat wall sign: except one perpendicular, blade, or projecting sign (hereinafter "projecting sign") is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses. Projecting signs may not be internally illuminated. If the projecting sign is the only sign requested by an applicant seven (7) square feet are allowed by right. If the projecting sign is in addition to a sign on the façade, three (3) square feet is allowed by right. Projecting signs may have a maximum projection of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk."

b. By adding in Section 5.4.2.3 **Type** in subsection b) the word "banners" between the words "flags" and "spinners" so that the section reads: "Pennants, streamers, advertising flags, banners, spinners or similar devices shall not be permitted."

c. By adding a new subsection d) to Section 5.4.2.3 **Type** as follows: "Sandwich boards are also permitted provided they meet the following requirements: one sign per business; 2 feet by 3 feet maximum sign panel in a black colored frame; they are comprised of permanent printed sign panels or handwritten sign panels; they are located on the site of the advertised business' street front on private property, or if on public property, do not block or interfere with the 48" width of the public sidewalk; they are on display during the business' operating hours only; they may advertise short term sales, daily menus, sign-up periods up to three weeks ahead of end date, and similar special events; they are not internally illuminated; and they do not contain any alcohol or cigarette advertisements."

4. Amend Section 5.5 **PERMITTED SIGNS** as follows:

a. By adding to Subsection 5.5.3 **Business, Industrial and Industrial Park Zoning Districts** subsection 5.5.3.1 **Number** the words "and 5.4.2.2 d)" so that the section reads in pertinent part: "In addition to the signs allowed under Sub-section 5.5.1 and 5.4.2.2 d) the following are permitted:…"

b. By deleting from Subsection 5.5.3.3 **Permanent Freestanding Signs** a) the last sentence, reading: "If a sign is oriented for visibility from Route 128 (I-95) and is to exceed 32 square feet, then it must be approved by the Board; and the Board shall approve the sign only if it finds that the sign complies with the design guidelines established in Sub-section 5.3.5 of this article."

c. By adding to Subsection 5.5.3.4 **Temporary** at the beginning of the section the words: "Except as provided in Section 5.4.2.3 d), temporary" so that the section now reads: "Except as provided in Section 5.4.2.3 d), temporary signs, in addition to signs allowed under Sub-section 5.5.3.1, are permitted only if unlighted, inside of windows, occupying not more than 25% of the area of each window, and advertising sales, special events or changes in the nature of an operation, but shall not otherwise be used to advertise a continuing or regularly recurring business operation and shall be removed promptly when the information they display is out of date or no longer relevant. No permit is required."

ARTICLE 28 was previously withdrawn on Monday, May 6, 2013.

ARTICLE 29: RE-DETERMINE SEWER BETTERMENT RATE

To see if the Town will vote to re-determine the fixed uniform rate charged to abutters for the construction of sewers as authorized under the provisions of M.G.L. c. 83, section 15A, by increasing the rate to $30 per linear foot of lot frontage and $0.40 per square foot of accessible area within 100 feet of the street; or take any other action relative thereto.

Article Information: Section 27 of the Town Charter specifies that the amount of the cost of constructing new sewer systems paid by the Town shall be not less than one-fourth and not more than two-thirds of the entire cost. In 1925, Town Meeting voted that the Town would pay one third of the cost of its sewer system and the remaining two thirds would be paid by the abutting land owners. This article proposes to increase the rate charged to abutters for the construction of sewer mains last determined under Article 25 of the 1988 Annual Town Meeting. Current sewer construction costs are in the range of $210 per linear foot in average conditions which would result in a charge of $140 per foot to each abutting property. This charge, reduced to a fixed uniform rate, produces $30 per linear foot of lot frontage and $0.40 per square foot of accessible area within 100 feet of the

street. Public construction of sewer lines has decreased significantly over the past thirty years. However, the rate should be kept current in the event that a petition for sewer construction by betterment is approved by the Town. The existing rate is $10 per linear foot of frontage and $0.15 per square foot within 100 feet.

MOVED: That the Town vote to re-determine the fixed uniform rate charged to abutters for the construction of sewers as authorized under the provisions of M.G.L. c. 83, section 15A, by increasing the rate to $30 per linear foot of lot frontage and $0.40 per square foot of accessible area within 100 feet of the street.

Mr. John A. Bulian, Selectman, advised that the Board of Selectmen supports this article.

Mr. Richard S. Creem, member, stated that the Finance Committee recommends adoption of this article indicating that this change will bring in additional revenues.

Mrs. Jeanne S. McKnight recommended updating the Town's assessment methods.

A motion to increate the rate from "$30 per linear foot" to "$70 per linear foot" and delete the words "and $0.40 per square foot of accessible area within 100 feet of the street." was offered by Mr. Steven M. Rosenstock.

Town Counsel David S. Tobin advised that this amendment could be beyond the parameters of the warrant article.

At the request of Mr. John A. Bulian, the Moderator sought and received unanimous consent to allow Mr. Richard P. Merson, DPW Director, to address Town Meeting. Mr. Merson explained that the Town Meeting voted in 1925 to set rates that would help to better distribute costs between the Town and the homeowner more fairly. This article updates the rates to continue fair cost distribution.

Mr. George W. Kent spoke in opposition to Mr. Rosenstock's amendment suggesting that it is extremely punitive, while Mr. Merson's method is more equitable.

Mr. Rosenstock's motion to amend was presented, but it failed to pass by voice vote.

ACTION: The main motion was presented and passed by majority vote declared by the Moderator on a voice vote.

ARTICLE 30 was adopted by unanimous consent on Monday, May 6, 2013.

ARTICLE 31 was adopted by unanimous consent on Monday, May 6, 2013.

ARTICLE 32: APPROPRIATE FOR TRAIL DESIGN FOR RESERVOIR ADA TRAIL AND RIDGE HILL LOOP

To see if the Town will vote to raise and/or transfer and appropriate the sum of $85,000 for the design and permitting of a handicap accessible perimeter trail around the Needham Reservoir and for the connection of a trail loop at Ridge Hill, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

Article Information: Representatives of the Conservation Commission, Park and Recreation Commission and Board of Selectmen meet regularly to provide guidance on the maintenance of trails and the pursuit of the goals and objectives contained in the Needham Trails Master Plan. Two recommended improvement projects are (1) the rebuilding of the trail that surrounds the Needham Reservoir, enabling it to become an all-person trail; and (2) the connection of a trail loop at Ridge Hill that will allow trail users to remain on Town property and avoid crossing onto private property. The funds requested are for the design of the two projects, and they have been combined into one request in order to increase the number of possible qualified designers with interest in pursuing the project. The design estimate for the Reservoir Trail is $65,000, and the design estimate for the Ridge Hill loop is $20,000, for a total request of $85,000. A decision will be made during the design process on whether to request construction funds individually or as a combined project.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $85,000 for the design and permitting of a handicap accessible perimeter trail around the Needham Reservoir and for the connection of a trail loop at Ridge Hill, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve.

Mrs. Adelaide C. (Lita) Young addressed this proposal on behalf of the Community Preservation Committee. The article seeks to provide a handicapped accessible perimeter trail around Needham Reservoir at a cost of $65,000 and for the continuation of a trail loop at Ridge Hill for a cost of $20,000. The Community Preservation Committee unanimously approves this article.

Mr. Maurice P. Handel, Selectman, stated that the Board of Selectmen urges approval of this article.

Mr. David J. Escalante expressed concern with compatibility issues around enlarging the DPW and possibly providing an elementary school in the parking lot which could bring in more trucks and more children. A motion to refer the subject matter of Article 32 back to the Community Preservation Committee for further study was offered by Mr. David J. Escalante.

Mr. Jeffrey D. Heller spoke in opposition to Mr. Escalante's amendment.

The motion to refer was presented, but it failed to pass by voice vote.

ACTION: The main motion was presented and carried by majority declared by the Moderator on a voice vote.

At this time Mr. Mark J. Gluesing moved to advance consideration of Article 36 to be the next article. The motion was presented and carried by voice vote.

ARTICLE 36: APPROPRIATE FOR COMMUNITY FARM SOIL IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $8,200 for improvements to the soil at the Community Farm location at the Nike Site, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

Article Information: Needham Community Farm, Inc. is requesting funding to make improvements to the soil at its location at the Nike Site. The property is under the jurisdiction of the School Committee and the farm operates under a license from the School Committee, which has stated its support for this project. Compost from Needham's Recycling and Transfer Station would be one of the products used to improve the quality of the soil. Produce is made available through the Community Council, and educational programs are held at the farm for students in Needham Public Schools, as well as other Needham residents.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $8,200 for improvements to the soil at the Community Farm location at the Nike Site, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve.

Mr. Michael J. Retzky, member, addressed this proposal on behalf of the Community Preservation Committee. He noted that this article is to make improvements to the soil at the Community Farm located at the Nike Site.

Mr. Maurice P. Handel, Selectman, recommended adoption on behalf of the Board of Selectmen.

Mr. Richard S. Creem, member, recommended adoption on behalf of the Finance Committee.

In response to an inquiry from Mr. Steven M. Rosenstock, Mr. Retzky explained that the Community Farm would purchase the compost from the Recycling Transfer Station.

Mr. David J. Escalante spoke in opposition to the article expressing concern that the location was a missile site, then the dirt from the High School was disposed of at the location, and now the plants are not doing well.

Mrs. Lois F. Sockol supported this proposal. She noted that for only $8,200 this gives many residents the opportunity to purchase fresh food.

In response to an inquiry from Mr. Paul. F. Denver, Mr. Handel indicated that in addition to the compost, spreading equipment is needed at the site.

ACTION: The main motion was presented and carried by majority vote.

At 11:00 P.M. Mr. Gilbert W. Cox, Jr. moved that the Annual Town Meeting stand adjourned to Monday, May 13, 2013 at the James Hugh Powers Hall, Town Hall, after completion of the Special Town Meeting called for 7:30 P.M. and it was so voted unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
Attest:

* * * * * * * *

ADJOURNED ANNUAL TOWN MEETING
Monday May 13, 2013

Pursuant to adjournment of the Annual Town Meeting held May 8, 2013, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall on Monday, May 13, 2013, at 7:30 P.M.

Check lists were used and 207 voters were checked on the list as being present, including 203 Town Meeting Members. 44 Town Meeting Members were absent.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

At the designation of Heike Werder, Associate Minister, Congregational Church of Needham and President of the Needham Clergy Association, the Reverend Jennifer Schoonmaker Hitt, Grace Evangelical Church of Needham, gave the invocation.

The Moderator made the following announcements:

- The Exchange Club invites members and residents to become part of the July 4, 2013 parade by building and entering a float.
- The newly renovated Town Hall is the recipient of the 2013 historic preservation award.
- The James Hugh Powers Hall is the recipient of a Town of Needham flag procured through the efforts of the Richard P. Melick Association and its secretary Polly Attridge.

Unanimous consent was given to suspend the proceedings for the fifteenth Annual Richard Patten Melick Foundation awards. James G. Healy, President of the Richard Patton Melick Foundation, Inc., explained that Richard P. Melick was the former Moderator in the Town of Needham for 35 years and this foundation was established in 1997 to recognize extraordinary leaders in the Town of Needham. Mr. Healy presented Town Meeting Member Ann DerMarderosian with a certificate of appreciation for twenty-five years of service to the community. Mr. Healy then introduced Mr. Thomas M. Harkins, a member of the Richard Patton Melick Foundation, Inc. Board of Directors and Town Meeting Member, who presented the first of this year's award to Sally and Bill Powers for all that they have contributed and all that they have meant to the Town of Needham over the years. Mrs. Cynthia J. Chaston, also a member of the Richard Patton Melick Foundation, Inc. Board of Directors and Town Meeting Member, who presented the second award to Ann M. Cosgrove, one of Needham's "unsung heroes", for her extraordinary commitment to the Town of Needham. Mr. Healy presented the third award to Anthony C. "Tony" Cefalo for his many commitments to the Town including his help in designing and building so many of the town's playing fields.

At 7:50 P.M. Mr. Daniel P. Matthews moved that the Annual Town Meeting stand adjourned until such time as the Special Town Meeting called for this evening at 7:30 P.M. is either adjourned or dissolved. It was so voted unanimously.

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RECORD OF SPECIAL TOWN MEETING
Monday, May 13, 2013

Pursuant to a Warrant issued by the Selectmen April 10, 2013 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall, on Monday, May 13, 2013, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 207 voters, including 203 Town Meeting Members, were checked on the list as being present. 44 Town Meeting Members were absent.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Call to the Meeting and Officers Return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator requested and received unanimous consent to apply the same rules enacted for the Annual Town Meeting for the Special Town Meeting.

The Moderator announced that the proponents no longer have an interest in Article 8 and requested unanimous consent to withdraw this article. Town Meeting indicated that there were no objections to the withdrawal of Article 8 and it was voted unanimously to withdraw Article 8.

The Moderator announced that Article 3 is subject to a motion to amend or other motions from their proponents or for other reasons cannot be passed by unanimous consent.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 1. No Town Meeting Members responded with "question" or "debate" to Articles 1, 2, 6, 7, 9, and 10. The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 1: APPROPRIATE FOR TREE INVENTORY GRANT MATCHING FUNDS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $30,000 as matching funds for an Urban Forestry Grant to create a tree inventory, said sum to be spent under the direction of the Town Manager and that $5,523 be transferred from Article 64 of the 2000 Annual Town Meeting and that $24,477 be transferred from Article 38 of the 2003 Annual Town Meeting; or take any other action relative thereto.

Article Information: The Commonwealth of Massachusetts Department of Conservation and Recreation provided the Town with a $30,000 Urban Forestry grant. The grant, which will fund a tree inventory program in the town of Needham, requires a matching contribution by the Town. The program will include a complete inventory of the public shade trees along the Town's rights of way, and will be maintained through a work order system to keep it up-to-date. The inventory will include geographic location, genus, species, condition, and maintenance needs, and will help the Town develop maintenance plans and condition and ownership information.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $30,000 as matching funds for an Urban Forestry Grant to create a tree inventory, said sum to be spent under the direction of the Town Manager and that $5,523 be transferred from Article 64 of the 2000 Annual Town Meeting and that $24,477 be transferred from Article 38 of the 2003 Annual Town Meeting.

ACTION: So voted by unanimous consent.

ARTICLE 2: APPROPRIATE FOR WASTE CONTAINERS

To see if the Town will vote to raise and /or transfer and appropriate the sum of $34,000 for purchase of open and dome top waste containers, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that $15,000 be transferred from Article 59 of the 2001 Annual Town Meeting, and that $19,000 be transferred from Article 5 of the May 2001 Special Town Meeting; or take any other action relative thereto.

Article Information: The RTS presently has 30 roll-off containers – both open and dome-top types. The expected life for a container is 10 to 15 years. None of the containers that are presently in use are new, and many of the containers are in poor condition. This article would provide two years of initial funding for a replacement program and will support the replacement of five containers. It is anticipated that the program will be incorporated into the RTS operating budget in future years, and will consist of replacement of two containers per year.

MOVED: That the Town vote to raise and /or transfer and appropriate the sum of $34,000 for purchase of open and dome top waste containers, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that $15,000 be transferred from Article 59 of the 2001 Annual Town Meeting, and that $19,000 be transferred from Article 5 of the May 2001 Special Town Meeting.

ACTION: So voted by unanimous consent.

ARTICLE 6: AMEND TAX INCREMENT FINANCING PLAN AND TIF AGREEMENT

To see if the Town will vote to amend the vote taken under Article 1 of the Special Town Meeting of December 3, 2012; and to approve the technical changes shown in the Amended Tax Increment Financing (TIF) Plan and Amended TIF Agreement among TripAdvisor LLC, Normandy GAP-V Development Needham, LLC and the Town of Needham for property at the New England Business Center, to allow for a reconfiguration of the office building on the property while still allowing the project to take full advantage of the exemptions in the original TIF Agreement, including the designation of an amended TIF Zone delineated as 'Site Area' on a Plan entitled "Exclusive

Use Plan – Building #3," dated March 5, 2013, prepared by Tetra Tech, and consisting of approximately 206,516 square feet of land located at 360 First Avenue, 410 First Avenue, 66 B Street and 37 A Street, a copy of which is on file at the office of the Town Clerk, subject to approval by the Economic Assistance Coordinating Council of the Commonwealth of Massachusetts ("EACC"); and to ratify the Board of Selectmen's execution of the Amended TIF Agreement and submission to the EACC of an amended EOA Application, the Amended TIF Plan, the Amended TIF Agreement; and any necessary documents relating thereto; and to authorize the Board of Selectmen to take such other actions as are necessary or appropriate to implement the amended documents; or take any other action relative thereto.

Article Information: The final design for the TripAdvisor building being developed by Normandy Partners is now complete, and a Special Permit has been issued by the Planning Board. The building is larger than the previously envisioned building, and has been re-oriented on the property. As a result, a technical amendment to the Tax Increment Financing Plan recognizing these modifications is necessary. There is no material change to any of the provisions of the Agreement presented to the December 3, 2013 Special Town Meeting.

MOVED: That the Town vote to amend the vote taken under Article 1 of the Special Town Meeting of December 3, 2012; and to approve the technical changes shown in the Amended Tax Increment Financing (TIF) Plan and Amended TIF Agreement among TripAdvisor LLC, Normandy GAP-V Development Needham, LLC and the Town of Needham for property at the New England Business Center, to allow for a reconfiguration of the office building on the property while still allowing the project to take full advantage of the exemptions in the original TIF Agreement, including the designation of an amended TIF Zone delineated as 'Site Area' on a Plan entitled "Exclusive Use Plan – Building #3," dated March 5, 2013, prepared by Tetra Tech, and consisting of approximately 206,516 square feet of land located at 360 First Avenue, 410 First Avenue, 66 B Street and 37 A Street, a copy of which is on file at the office of the Town Clerk, subject to approval by the Economic Assistance Coordinating Council of the Commonwealth of Massachusetts ("EACC"); and to ratify the Board of Selectmen's execution of the Amended TIF Agreement and submission to the EACC of an amended EOA Application, the Amended TIF Plan, the Amended TIF Agreement; and any necessary documents relating thereto; and to authorize the Board of Selectmen to take such other actions as are necessary or appropriate to implement the amended documents.

ACTION: So voted by unanimous consent.

ARTICLE 7: RESCIND BOND AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
High Rock and Pollard School	2007 ATM	41	$20,475,000	$269,000
Water Storage Tank Cleaning & Painting	2008 ATM	48	$730,000	$75,000
Sewer Pump Station Richardson Drive	2002 STM (Nov)	20	$500,000	$81,290
Total				$425,290

or take any other action relative thereto.

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

MOVED: That the Town vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
High Rock and Pollard School	2007 ATM	41	$20,475,000	$269,000
Water Storage Tank Cleaning & Painting	2008 ATM	48	$730,000	$75,000
Sewer Pump Station Richardson Drive	2002 STM (Nov)	20	$500,000	$81,290

Project	Town Meeting	Article	Authorized	Rescind
Total				$425,290

ACTION: So voted by unanimous consent.

ARTICLE 9: APPROPRIATE FOR SEWER LINE RECONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate $200,000 for sewer line reconstruction, to be spent under the direction of the Town Manager, and that $8,500 be transferred from Article 56 of the 2003 Annual Town Meeting, $9,000 be transferred from Article 44 of the 2004 Annual Town Meeting, $48,000 be transferred from Article 45 of the 2004 Annual Town Meeting, $33,000 be transferred from Article 44 of the 2007 Annual Town Meeting, $98,500 be transferred from Article 38 of the 2010 Annual Town Meeting, and that $3,000 be transferred from the Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

Article Information: In early April, 2013, a sink hole developed on Kendrick Street that was determined to be caused by a collapsed sewer line. A portion of this sewer line - approximately 20 feet - was replaced on an emergency, temporary basis. Detailed investigation revealed that approximately 120 linear feet of asbestos cement pipe in Kendrick Street and Third Avenue must be replaced immediately in order to prevent further collapse.

MOVED: That the Town vote to raise and/or transfer and appropriate $200,000 for sewer line reconstruction, to be spent under the direction of the Town Manager, and that $8,500 be transferred from Article 56 of the 2003 Annual Town Meeting, $9,000 be transferred from Article 44 of the 2004 Annual Town Meeting, $48,000 be transferred from Article 45 of the 2004 Annual Town Meeting, $33,000 be transferred from Article 44 of the 2007 Annual Town Meeting, $98,500 be transferred from Article 38 of the 2010 Annual Town Meeting, and that $3,000 be transferred from the Sewer Enterprise Fund Retained Earnings.

ACTION: So voted by unanimous consent.

ARTICLE 10: ACCEPT M.G.L. c. 40 SECTION 13D – COMPENSATED ABSENCE FUND

To see if the Town will vote to accept the provisions of M.G.L. c. 40 Section 13D for the purpose of establishing, appropriating and/or transferring funds to the reserve fund for the future payment of accrued liabilities for compensated absences; or take any other action relative thereto.

Article Information: The Town has a long-standing practice of setting aside funds for the payment of compensated absences at the time of retirement. While the Town has taken steps to modify and some cases eliminate this exposure, there are still employees who are eligible for these payments. The Town's practice has been to appropriate for this liability through financial warrant articles. The Town has received guidance from the Massachusetts Department of Revenue indicating that cities and towns must take advantage of the statute allowing for the establishment of a compensated absence fund for this purpose. Funds remaining in existing financial warrant articles will be transferred to the new fund and requests for appropriation to the fund will be presented from time to time as needed.

MOVED: That the Town vote to accept the provisions of M.G.L. c. 40 Section 13D for the purpose of establishing, appropriating and/or transferring funds to the reserve fund for the future payment of accrued liabilities for compensated absences

ACTION: So voted by unanimous consent.

At this time the Moderator proceeded with the remaining articles in the Warrant.

ARTICLE 3: AMEND THE FY2013 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2013 Operating Budget adopted under Article 10 of the May 2012 Annual Town Meeting and amended under Article 4 of the October 29, 2012/November 13, 2012 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
3	Group Health Insurance & Benefits	$9,908,775	To be Determined
4	Retiree Insurance & Insurance Liability Fund	$4,523,887	To be Determined
10	Reserve Fund	$1,309,072	$1,258,431
20C	Police Department Capital	$228,018	$266,948
21C	Fire Department Capital	$0	$11,711

or take any other action relative thereto.

Article Information: Based on changes made to the Town's health insurance program, there may be funds available in the Group Health Insurance & Benefits line to transfer to the Retiree Insurance & Insurance Liability ("OPEB") line. This information will be known after the April bills have been processed. The proposed increase to the Police Department capital line would allow the Department to purchase a Police vehicle that was identified in the fiscal year 2014 operating budget but deferred due to funding priorities. The proposed increase to the Fire Department capital line would fund the installation of a new radio remote satellite receiver that was also identified in the fiscal year 2014 operating budget but deferred due to funding priorities. The two capital items are proposed for funding from the Reserve Fund.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2013 Operating Budget adopted under Article 10 of the May 2012 Annual Town Meeting and amended under Article 4 of the October 29, 2012/November 13, 2012 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
3	Group Health Insurance & Benefits	$9,908,775	To be Determined
4	Retiree Insurance & Insurance Liability Fund	$4,523,887	To be Determined
10	Reserve Fund	$1,309,072	$1,258,431
20C	Police Department Capital	$228,018	$266,948
21C	Fire Department Capital	$0	$11,711.

A motion to amend was offered by Mr. Richard M. Reilly by deleting the following amounts and inserting in place thereof the following:

Line Item	Appropriation	Changing From:	Changing To:
3	Group Health Insurance & Benefits	$9,908,775	$9,508,775
4	Retiree Insurance & Insurance Liability Fund	$4,523,887	$4,923,887.

Mr. Reilly, Chairman, addressed this proposal on behalf of the Finance Committee. He reviewed the line item changes which includes a Police vehicle and a new radio remote satellite receiver for the Fire Department both of which were identified in the FY2014 Operating budget. Proposed funding for the two capital items would come from the Reserve Fund. The $400,000 transfer from Line 3 to Line 4 is proposed due to the cost reduction in Line 3 by changing over to the rate saver health plan. The Finance Committee recommends adoption of Article 3.

Mr. Matthew D. Borrelli, Selectman, advised that the Board of Selectmen voted unanimously to recommend adoption of this article.

Mr. Richard M. Reilly's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend and supersede certain parts of the fiscal year 2013 Operating Budget adopted under Article 10 of the May 2012 Annual Town Meeting and amended under Article 4 of the October 29, 2012/November 13, 2012 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
3	Group Health Insurance & Benefits	$9,908,775	$9,508,775
4	Retiree Insurance & Insurance Liability Fund	$4,523,887	$4,923,887
10	Reserve Fund	$1,309,072	$1,258,431
20C	Police Department Capital	$228,018	$266,948
21C	Fire Department Capital	$0	$11,711

ARTICLE 4: AMEND ZONING BY-LAW: LOT WIDTH DEFINITION/MEASUREMENT

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.1 Basic Requirements, Subsection 4.1.5, Minimum Required Lot Width, by revising the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

"4.1.5 Minimum Required Lot Width

Building lots in all zoning districts recorded or endorsed after January 9, 1986 shall be required to have a minimum lot width for a distance that extends from the front line throughout the primary building or structure not less than the applicable minimum frontage for the district in which said lot is located, as specified in Sections 4.2.1, 4.3.1, 4.4.1, and 4.6.1; except, however, in the Single Residence A District such minimum required lot width shall be at least 120 feet. To measure lot width, start at a front corner (where a sideline meets the lot's line of frontage) and, at a right angle to that sideline, measure straight across the lot to the other sideline. This measurement need not be at a right angle from more than one sideline but it must cross the lot to meet the opposite sideline. Then take a series of measurements parallel to that first measured line, through the full depth of the primary building or structure on the lot. If any lot line on the side chosen for the starting point is a convex line, draw a straight line connecting the two far points of the convex line, and measure across the lot from that straight line; and if any lot line on the side chosen for the starting point is a concave line, draw a straight line connecting the two far points of that line and begin there, but measure across the lot from the point where the perpendicular line crosses the concave side lot line. For corner lots, the measurement shall be taken from front corners along both frontage lines."

Or take any other action relative thereto.

Article Explanation: Presently the Needham Zoning By-Law requires all building lots to have a minimum lot width for a distance that extends from the front line throughout the building or structure of not less than the applicable minimum frontage for the district in which the lot is located, except in the case of the Single Residence A District where the minimum required lot width is 120 feet. The present requirement was adopted in 1986 to further control the irregular configuration of lots. The 1986 amendment was offered in response to a development built in the mid 1980's which exposed the inadequacy of the then present lot width rule. Prior to the 1986 amendment lot width was limited to a minimum of one-half the applicable frontage requirement.

The proposed amendment seeks to clarify how the lot width measurement is to be made and states the following: To measure lot width, start at a front corner (where a sideline meets the lot's line of frontage) and, at a right angle to that sideline, measure straight across the lot to the other sideline. This measurement need not be at a right angle from more than one sideline but it must cross the lot to meet the opposite sideline. Then take a series of measurements parallel to that first measured line, through the full depth of the primary building or structure on the lot. If any lot line on the side chosen for the starting point is a convex line, draw a straight line connecting the two far points of the convex line, and measure across the lot from that straight line; and if any lot line on the side chosen for the starting point is a concave line, draw a straight line connecting the two far points of that line and begin there, but measure across the lot from the point where the perpendicular line crosses the concave side lot line. For corner lots, the measurement shall be taken from the front lot corners along both frontage lines.

MOVED: That the Town vote to amend the Needham Zoning By-Law, Section 4.1 Basic Requirements, Subsection 4.1.5, Minimum Required Lot Width, by revising the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

"4.1.5 Minimum Required Lot Width

Building lots in all zoning districts recorded or endorsed after January 9, 1986 shall be required to have a minimum lot width for a distance that extends from the front line throughout the primary building or structure not less than the applicable minimum frontage for the district in which said lot is located, as specified in Sections 4.2.1, 4.3.1, 4.4.1, and 4.6.1; except, however, in the Single Residence A District such minimum required lot width shall be at least 120 feet. To measure lot width, start at a front corner (where a sideline meets the lot's line of frontage) and, at a right angle to that sideline, measure straight across the lot to the other sideline. This measurement need not be at a right angle from more than one sideline but it must cross the lot to meet the opposite sideline. Then take a series of measurements parallel to that first measured line, through the full depth of the primary building or structure on the lot. If any lot line on the side chosen for the starting point is a convex line, draw a straight line connecting the two far points of the convex line, and measure across the lot from that straight line; and if any lot line on the side chosen for the starting point is a concave line, draw a straight line connecting the two far points of that line and begin there, but measure across the lot from the point where the perpendicular line crosses the concave side lot line. For corner lots, the measurement shall be taken from front corners along both frontage lines."

Mrs. Jeanne S. McKnight, member, addressed this proposal on behalf of the Planning Board. She explained that this proposal clarified how the lot width measurement is to be made. The goal is for these standards to be consistent. The Planning Board recommends adoption of this proposal.

Mr. Maurice P. Handel, Selectman, advised that this article does not change long standing practice but removes ambiguity. This is a clarifying amendment and adoption of this article will serve to make rules clearer to the public. The Board of Selectmen unanimously recommends adoption.

Mr. John P. Connelly, member, stated that this article puts a standard in place. He recommended adoption on behalf of the Finance Committee.

Mr. Robert T. Smart, Jr. acknowledged this article is well written and should be approved, but is concerned that the lot width is not referenced in the by-law. He requested that the Planning Board address this when they address the section on dimensions.

In response to an inquiry from Mr. Mark McDonough regarding averaging, Mrs. McKnight indicated that there is not an average. The lot has to be maintained at every point and she believes that it is so stated in the article. She also noted that the Building Commissioner reviewed this proposal prior to Town Meeting.

In response to an inquiry from Mr. Theodore M. Crowell, Mrs. McKnight noted that additional structures like a pool or shed do not have to maintain the lot width. This really only applies to the primary structure.

In response to an inquiry from Mr. Reginald C. Foster, Mrs. McKnight explained that the hammerhead shaped lots have not been permitted since the 1980s.

A motion to amend was offered by Mr. Arthur Walitt to provide for previous conforming and now non-forming lots.

The Moderator requested and received unanimous consent to allow the Building Commissioner and non-resident, David Roche, to address Town Meeting. Mr. Roche explained that the point of this article is to have standard configured lots.

At this time the Moderator indicated that he and Town Counsel, David Tobin, concurred that Mr. Walitt's motion to amend is beyond the four corners of Article 4.

A motion to move the previous question was offered by Mr. Ford H. Peckham. The motion was presented and carried by voice vote.

ACTION: The main motion was presented and carried by two-thirds vote declared by the Moderator on a voice vote.

ARTICLE 5: AMEND GENERAL BY-LAW TYPE AND LENGTH OF CONTRACTS

To see if the Town will vote to amend Section 2.1.3 of the General By-laws by inserting at the end of the Section the following:

"Software License and/or Maintenance Agreements	10
Online Subscription Services for Curriculum	10"

or take any other action relative thereto.

Article Information: Unless otherwise determined in the General By-laws, the maximum length of contracts for software licenses, software maintenance agreements, and online curriculum subscriptions is three years. The Town can experience savings, and perhaps better terms, by entering into longer-term agreements with providers. This By-law amendment would provide flexibility and allow such agreements to be executed for a maximum of ten years.

MOVED: That the Town vote to amend Section 2.1.3 of the General By-laws by inserting at the end of the Section the following:

"Software License and/or Maintenance Agreements	10
Online Subscription Services for Curriculum	10".

Mr. Daniel P. Matthews, Chairman, explained that this article is similar to Article 25 in the Annual Town Meeting warrant approving extended length of agreements. He recommended adoption on behalf of the Board of Selectmen.

Mr. Richard S. Creem, member, recommended adoption on behalf of the Finance Committee. He indicated that the extended length of agreements is beneficial to the Town which can experience cost savings and better terms.

ACTION: The main motion was presented and carried by majority on a voice vote declared by the Moderator.

ARTICLE 6 was adopted by unanimous consent earlier this evening.

ARTICLE 7 was adopted by unanimous consent earlier this evening.

ARTICLE 8 was withdrawn at the beginning of this meeting.

ARTICLE 9 was adopted by unanimous consent earlier this evening.

ARTICLE 10 was adopted by unanimous consent earlier this evening.

At 8:46 P.M. Mr. Daniel P. Matthews, on behalf of the Board of Selectmen, moved to dissolve the Special Town Meeting with the following Resolution:

THE FOLLOWING RESOLUTION

Was offered

In Honor of the Victims of the Boston Marathon Bombing

WHEREAS: Since 1897, the Boston Marathon has been held on Patriot's Day in Massachusetts, and represents a proud tradition of personal endurance and achievement; and

WHEREAS: With over 25,000 participants annually, the Boston Marathon draws runners and wheelchair racers from around the world, and highly dedicated spectators who line the course, offering assistance and support for 26.2 miles; and

WHEREAS: The 2013 Boston Marathon was marred by senseless tragedy. The bombing and following events resulted in over 200 injuries and four deaths; and

WHEREAS: It is fitting to recall the service and sacrifice of those who selflessly provided aid and assistance to the victims, be they runners, volunteers, spectators, first responders, or the medical professionals in area hospitals;

NOW THEREFORE, be it resolved that the May 13, 2013 Special Town Meeting is dissolved in honor of those victims and their families, and to the spirit of the Boston Marathon, which will endure.

ACTION: The Resolution was presented and carried unanimously by voice vote.

At 8:46 P.M. a motion to dissolve this Special Town Meeting was offered by Mr. Daniel P. Matthews. The motion was presented and so voted by unanimous vote.

* * * * * * * *

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

The Moderator called the Annual Town Meeting back into session at 8:46 P.M., declared a quorum to be present, and requested the Town Clerk to so record. Discussion commenced under Article 33 upon the dissolution of the Special Town Meeting called for Monday, May 13, 2013 at 7:30 P,.M..

ARTICLE 33: APPROPRIATE FOR NEWMAN FIELDS AND EASTMAN CONSERVATION AREA DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $248,000 for design for the athletic fields located at the Newman School and the adjacent Eastman Conservation area, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Preservation General Reserve; or take any other action relative thereto.

Article Information: This article would fund the design for renovation of the Newman School playing fields and the adjacent conservation area. The Eastman Conservation Area is used by the Needham Science Center for curriculum programs at many grade levels. The viewing areas and trails provide a learning opportunity for many environmental projects, and the rebuilding of the trails will provide an opportunity to connect to the newly created trails at the recently purchased Carol-Brewster properties and the adjacent Anna Volante conservation area. Linking newly created trails to existing trails is a goal of the Trails Master Plan. The athletic fields include two 60' diamonds and a multi-purpose field. The students at Newman and participants in youth sports programs cannot have consistent use of the fields as they are adjacent to wetlands and do not drain properly. The design tasks for both projects are connected and will require a complex permitting process. The combined design request is $248,000, with an estimate of $158,000 for the fields and $90,000 for the conservation area.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $248,000 for design for the athletic fields located at the Newman School and the adjacent Eastman Conservation area, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Preservation General Reserve.

Mr. Gary Crossen, member, reviewed this project on behalf of the Community Preservation Committee.

Mr. Matthew D. Borrelli, Selectman, advised that the Board of Selectmen unanimously supports this proposal.

Mrs. Lisa W. Zappala, member, advised that the Finance Committee reviewed this proposal to appropriate $248,000 for the

design of the two projects – Newman Fields and the adjacent Eastman Conservation Area.

In response to an inquiry from Mr. Jeffrey E. Kristeller, Mr. Crossen indicated that construction costs would be approximately one million dollars.

In response to an inquiry from Mrs. R. Cynthia Landau, Mr. Borrelli explained that the neighbors will have a chance to review the plans and provide input prior to construction.

In response to an inquiry from Mrs. Susan W. Abbott, Janet Carter Bernardo, member of the Community Preservation Committee and also the Conservation Commission, advised that the process will have to go through the Conservation Commission.

In response to an inquiry from Mrs. Jeanne S. McKnight, Mr. Crossen noted that this proposal is for both design and permitting.

Mr. Daniel P. Matthews advised Mrs. Carol I. Urwitz that there are no other areas comprised of approximately 4 acres for athletic fields.

ACTION: The main motion was presented and carried by majority vote declared by the Moderator on a voice vote.

ARTICLE 34: APPROPRIATE FOR NEWMAN PRESCHOOL PLAYGROUND SURFACING

To see if the Town will vote to raise and/or transfer and appropriate the sum of $60,000 to replace the surfacing at the Preschool Playground located at the Newman School, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Preservation General Reserve; or take any other action relative thereto.

Article Information: The Massachusetts Architectural Access Board (MAAB) has requested that the Town replace the surfacing at the preschool playground located at the Newman School. Though the current wood fiber surfacing material is considered compliant under federal guidelines, the MAAB has asked for a different surface product at this site. Surfacing products must meet federal requirements for shock absorption, reducing the severity of injuries including life-threatening head injuries. The surface must also meet accessibility needs. The current wood fiber surface is the least expensive product to meet these different regulations, but requires more maintenance than other products. The request is for $60,000 to install a poured-in-place rubber surface during the summer of 2013.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $60,000 to replace the surfacing at the Preschool Playground located at the Newman School, to be spent under the direction of the Town Manager, said sum to be transferred from the Community Preservation General Reserve.

Mr. Mark J. Gluesing, Chairman, recommended adoption of this article on behalf of the Community Preservation Committee.

Mr. Matthew D. Borrelli, Selectman, advised that the resurfacing proposal for the Newman Preschool is in the best interest of the students. It is necessary for compliance and the safety of our children. The Board of Selectmen unanimously supports this proposal.

Lisa W. Zappala, member, advised that the Finance Committee reviewed this project and recognizes the need for this project. The Finance Committee recommended adoption of this proposal.

Mrs. Sheila G. Pransky urged caution in that the Community Preservation Commission was originally adopted to cover the costs of extraordinary items. With the legal changes at the State level, towns can now fund more projects. She expressed concern that the reserve fund was put aside for Town Hall. The trend is now to utilize this fund for regular ongoing projects.

In response to an inquiry from Mrs. Deborah S. Winnick, Mr. Gluesing explained that this is an application driven process due by December 1st each year. Most are individual projects. Other schools would be eligible to make application in the future.

Mr. Gluesing advised Irene M. Francesconi that the sun on the poured rubber would cause it to be warmer.

After a brief discussion, a motion to move the previous question was offered by Mrs. Risa J. Greendlinger. The motion was presented and passed by two-thirds vote declared by the Moderator on a voice vote.

ACTION: The main motion was presented and carried on a voice vote.

ARTICLE 35: APPROPRIATE FOR MILLS FIELD PARK DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $40,000 for design for improvement projects at Mills Field, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

Article Information: This article will fund improvements at Mills Field. The major cost of the project will be to create parking within the park, to relieve parking congestion on neighborhood roads. The concept is to build parallel parking within the park on Hampton Avenue, and remove the circular drive for additional spaces near the playground and basketball court. The turf in the 60' diamond would be removed and replaced with sod. The basketball court would be renovated, and picnic tables and grills would be replaced.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $40,000 for design for improvement projects at Mills Field, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve.

Mr. Reginald C. Foster, member, addressed this proposal on behalf of the Community Preservation Committee. He explained that this recreational design project is eligible under the new Community Preservation Act guidelines and this is a good use of CPC funds. He noted that the Finance Committee, Board of Selectmen and Park & Recreation Commission are all in favor of this project.

Mr. Maurice P. Handel, Selectman, advised that the Board of Selectmen unanimously supports this well thought-out proposal.,

Mrs. Lisa W. Zappala, Member, advised that the Finance Committee reviewed this proposal with the proponents and unanimously recommends adoption of this article.

ACTION: The main motion was presented and carried by majority vote declared by the Moderator on a voice vote.

ARTICLE 36 was advanced to be the next article following Article 33 on Wednesday, May 8, 2013.

ARTICLE 37 was adopted by unanimous consent on Monday, May 6, 2013.

ARTICLE 38 was adopted by unanimous consent on Monday, Mary 6, 2013.

ARTICLE 39: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate $1,034,584 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that $500,000 be transferred from Overlay Surplus and $534,584 be transferred from Free Cash; or take any other action relative thereto:

General Fund	Description	Recommended	Amendment
General Government	Election Equipment	$0	
General Government	Network Hardware Servers & Switches	$0	
Public Facilities	Core Fleet	$0	
Public Facilities	Energy Efficiency Upgrade Improvements	$0	
Public Facilities	Facilities Maintenance Program	$ 432,169	
Public Facilities	Police/Fire Station Gas Tank Removal	$ 28,500	
Public Facilities	Pollard School Telephone System	$ 53,000	
Public Facilities	Portable Generator	$0	
Public Safety	Core Fleet (Building)	$0	
Public Safety	Core Fleet (Fire)	$0	
Public Safety	Heart Monitor/Defibrillator	$ 27,500	
Public Safety	Wireless Municipal Radio Master Box	$0	
Public Schools	Furniture & Equipment	$0	
Public Schools	High School Radio System	$ 37,275	
Public Schools	School Copier Replacement	$0	
Public Schools	Technology	$ 410,049	
Public Works	Core Fleet	$0	
Public Works	Two Way Radio Upgrade	$ 20,191	
Public Works	Small Specialty Equipment	$ 25,900	
Public Works	Snow & Ice Equipment	$0	
	Total Appropriation	$ 1,034,584	

Article Information:

Election Equipment *The purpose of replacing the Accuvote Electronic Voting System is to update and replace the Town's current voting system purchased in 1994. These machines and the black plastic ballot boxes that hold the machines are currently 19 years old and are beginning to require more and more frequent repairs. There are currently 11 Accuvote machines – one for each of the ten precincts plus one*

spare machine. Both the read heads and scanner cannot be upgraded due to the age of the equipment. The new Accuvote Voting Machines will have more features. The ballot boxes will be smaller making storage more convenient and accessibility at the polls will be easier. Absentee voters will no longer require special marking pens in order to vote thus making voting easier. Within the next few years, all the machines will be handicapped accessible. The new DS200 Voting Machine is the next generation Optical Scan voting equipment. This voting machine will have a paper ballot and the memory cards have been replaced with memory sticks. Approval of new equipment by the Elections Division of the Secretary of the Commonwealth is required, and has not yet been granted.

Network Hardware Servers and Switches *The fiscal year 2014 funding request for network servers and switches will support the replacement of older servers, spam filter, virus firewall, and internet filtering, and also the replacement of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches are better able to take advantage of the Town's fiber and will increase the speed of data within the Town's fiber network. Older servers, both application and data, will be replaced with newer, faster, and more energy efficient servers and attached storage configured for virtualization of hardware and software. Not replacing or updating this equipment can affect Town wide access to email, financial applications, Internet, and data.*

Public Facilities Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicle scheduled to be replaced in FY2014 is a 2001 Ford F250 Pick-Up Truck with a cab that is primarily used by the Town's carpenter. The current vehicle has an odometer reading of over sixty thousand miles and is due for replacement as it is currently beyond its useful life.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
702	PFD	2001	Ford 250 Pick up With Cab	Same	65,780	$33,600

Energy Efficiency Upgrade Improvements *The Town conducted an engineering study for energy upgrades in 10 key buildings in the summer of 2011. The results of this study revealed that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within 10 years. FY2014 funding is planned for some of the more involved projects at the Eliot and Broadmeadow Schools, which will upgrade the already modern buildings and improve their energy usage. Some of these items include retro-commissioning the HVAC system at Broadmeadow, installing motion sensors for the lighting at Broadmeadow, installing timers on the roof top exhaust fans in both buildings, and converting the lighting to more energy efficient lighting in both buildings.*

Public Facilities Maintenance Program *This request funds annual maintenance of public buildings throughout the Town and School Department including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. FY2014 funding is planned for duct cleaning at the C & D Buildings of the High School, asbestos abatement at Hillside and Mitchell Schools, flooring replacement at the Eliot and Broadmeadow Schools, and xeriscaping at the High School. Flooding issues at the Hillside School will be addressed as will containment of fuel oil, accessible routes to and from the building, and water fountain replacement at the Pollard School. With the natural gas line installation on Brookline Street and the replacement of the Pollard boilers, the Department will convert the existing Mitchell School boilers to natural gas using remaining parts from the old Pollard boilers.*

Underground Storage Tank Removal *This funding will enable the Department of Public Facilities to remove the underground fuel storage tank behind the Police Station. Public safety vehicles will utilize the fueling station at the Department of Public Works. This request includes potential clean up should there be any contamination. The removal is required both because of the age of the facility and the need to redesign the boundary of the Police Station parking lot and the new parking lot on land acquired by the Town.*

Pollard Telephone System Replacement *This request will fund the upgrade of the telephone system at the Pollard Middle School to a more modern system. There are presently more telephone users at the Pollard than the current equipment can handle, and the manufacturer no longer supports the existing equipment. This system has required frequent repairs and has caused intermittent disruption of phone service to the building occupants. This request would include rewiring areas where appropriate and procuring and installing the new system.*

Portable Generator *It has been determined by emergency planning personnel that the new Senior Center will be an ideal location for use as a respite shelter for residents during power outages. This request will fund the purchase of a 100kW portable generator that can be temporarily installed at the Senior Center to ensure comfort and safety to those occupying the site. The Center has been designed to accommodate the use of an external, portable generator.*

Building Department Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. The FY2014 – 2018 Capital Plan included a recommendation for the replacement of Unit #456, a 2002 Ford Taurus Sedan, with a Ford Hybrid Escape. Since that time, the Department has experienced a reduction in the availability of Unit#454 due to the number of repairs. As a result, the Building Commissioner has evaluated the previous request, and proposes the elimination of the request for a Ford Escape, and the replacement of two Ford Taurus vehicles (units 456 and 454) with Ford Fusion vehicles. The MPG for the Fusion is a combined 28 MPG.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
456	Building	2002	Ford Taurus	Ford Fusion	68,707	$22,521

454	Building	2005	Ford Taurus	Ford Fusion	48,714	$22,521

Fire Department Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. This request is to replace a 2004 Ford pick-up truck with a utility body. The truck functions primarily as a brush fire truck, but has many other uses. In the winter months, the modular brush unit and water tank is removed, and the truck is used to transport materials and emergency equipment. This vehicle is also used to tow fire department rescue boats, the hazardous materials trailer, the firefighting foam trailer, the mass decontamination trailer, and the Health Department Emergency Dispensing Trailer. Presently, this truck has over 29,000 miles of service on it, and at the time of replacement mileage is estimated to be approximately 35,000.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
C-6	Fire	2004	Pick-up with Utility Body	Same	27,531	$49,200

Heart Monitor/Defibrillator *This request is to replace a 12 Lead Cardiac Heart Monitor/Defibrillator with a new 15 Lead Cardiac Heart Monitor/ Defibrillator. The older of the two current units is 8 years old, and due to advancements in technology it will become obsolete in 2013. It is anticipated that replacement parts will no longer be available. The Department's second unit is approximately four (4) years old, and is scheduled for similar replacement in FY2016. These monitors/defibrillators are required by the State Office of Emergency Medical Services (OEMS), as a licensing component of the Town's Advanced Life Support (ALS) ambulance, and are essential to the provision of emergency services.*

Wireless Municipal Radio Master Fire Box System *The long-term plan is to eliminate the older style fire alarm master boxes and install wireless radio master box systems where needed. All pole mounted fire alarm boxes (222) would be permanently removed. Building master boxes (129) would be replaced with radio box transmitters. The 129 master boxes are privately owned, and property owners pay the Town an annual monitoring fee of $480. Privately owned buildings would not be required to change over to the new municipal system if they chose to use their own private alarm company. Of the $164,000 requested for this project, $52,000 would be for the head-end equipment to be located within the fire dispatch center. An additional $112,000 would be to purchase radio boxes for 28 Town buildings at approximately $4,000 each. This cost would be for the box and installation at each Town building. With this new system, the fire dispatch center will be capable of monitoring alarms, troubles, security/intrusion, and any other alarm or status that uses a contact closure. Wireless systems are more reliable in storm conditions when often times overhead lines are out of service. Once the wireless system is complete, the Fire Department will evaluate the continued need for staffing and equipment in the Fire Alarm Division.*

School Furniture, Musical Instruments, Fitness Equipment and Graphic Arts Equipment

Musical Equipment The purpose of this program is to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department's string instruments are no longer usable or repairable. The older pianos, while still usable, are costly to repair and maintain. The Department is in the ninth year of the replacement cycle, and continues to see major improvement in the quality of musical instruments available for student use. Funding in the final year of the replacement cycle (FY2014) would replace the grand piano in the Newman School Auditorium. The Department intends to change the replacement program to an expansion program due to population growth in fiscal years 2015 – 2018 and beyond.

School Furniture This purpose of this program is to continue the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. By FY2015, all furniture in poor condition will have been replaced at these schools. Unless circumstances dictate otherwise, the FY2014 funding is planned for the Newman School.

Fitness Equipment The Needham High School renovation project budget included a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward. The manufacturer's estimated life cycle is five (5) years for treadmills, six (6) years for cross trainers, eight (8) years for recumbent and upright bicycles, 23 years for rowing machines, and 25 years for circuit training equipment. The Department's request is based on a longer replacement cycle of: five to seven (5 – 7) for treadmills, nine (9) years for cross trainers, eight (8) years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. Unless circumstances dictate otherwise, the FY2014 funding is planned for three spinning bikes and one treadmill.

High School Graphics Production Room This program continues the equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program provides convenient and cost effective service, and also provides hands-on educational training in the field of professional graphics and printing production for students. Unless circumstances dictate otherwise, the FY2014 funding is intended for purchase of a vinyl cutter – heavy duty, a thermal transfer press, a flash dryer, and a paper jogging machine.

Needham High School Radio System *This funding will support the purchase and installation of a radio repeater, antenna and 25 portable radios at Needham High School, for the purpose of implementing a unified and reliable administrative radio system for communicating during lockdowns and emergencies. Currently, a limited number of two-way radios are in use. However, the existing equipment is aged and does not possess the power or range necessary for building-wide communication. The funding will increase the number of functioning radios so that all personnel can communicate in an emergency. The purchase includes: a radio repeater, programming for the repeater, UHF antenna system, two and four-way portable radios, spare batteries, set up, programming and tuning, FCC licensing & frequency coordination.*

School Copier Replacement *Photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 44 copiers and 4 RISO duplicating machines. Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers that are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity. The requested funding will support the replacement of eight (8) copiers/RISO machines.*

School Technology

Interactive Whiteboard Technology *This program funds the purchase and installation of whiteboard technology in the Needham schools. Unless circumstances dictate otherwise, the FY2014 funding is planned for Broadmeadow, Mitchell and Pollard. The overall number of whiteboards to be installed at Pollard and Broadmeadow has increased due to the reallocation of rooms and the use of the modular classrooms at the Pollard School.*

School Department NPS 1:1 Initiative *This program continues the initiative to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High School. The FY2014 funding is planned for the expansion of the program to all grade eight students during the 2013 – 2014 school year, and preparation for expansion to students in the seventh grade and current students attending the High School in the following year. The FY2014 request will support the installation of additional wireless access points at Pollard and Needham High School and the purchase of tablet devices for the remaining Pollard Grade Eight teachers as well as High School teachers and Pollard Grade Seven teachers preparing for the implementation.*

Technology Innovation *In years past, the School Technology Request has been organized as funding for computer replacements, interactive whiteboards, and, most recently, inclusion of the NPS 1:1 Initiative. The funds received are earmarked for the replacement cycle, as guided by the constraints of the technology plan. This framework does not allow School staff to evaluate and experiment with emerging technologies to foster student learning and achievement in the District. The requested funding will support experimentation on a small scale, which will be useful for assessment and for building staff capacity. The FY2014 funding is for the purchase of eReaders, such as Kindles and Nooks, for use in School libraries, and for the purchase of IPads for experimentation at the elementary school level.*

Technology Replacement *The FY2014 school technology funding request includes the replacement of 313 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle. A total of 124 of these computers are for teachers and administrators throughout the District. Another 163 are lab and classroom computers at Eliot, Hillside, Newman, Pollard and the High School. The majority of the computers being purchased will be deployed at the High School. FY2014 represents the second year of the anticipated five-year timeframe to replace the High School computers. The request also includes the replacement of four school-based servers, the High School Foreign Language lab server and five district data servers that are housed at the ETC. These servers have been running 24/7 for three and four years and will be repurposed to less critical functions for two and three years respectively. This category also includes the replacement of eight UPS batteries that support critical servers throughout the District. Other requested items are the replacement of 47 printers across the District, and funding to analyze the impact of the recent operating system conversion to Apple's new operating system, Lion, on the hundreds of software packages owned by the District.*

DPW Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2014 include:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
65	Parks & Forestry	2008	4WD F350 Pick-up Truck	Same	41,393	$51,900
66	Highway	2007	One Ton Dump Truck	Same	46,749	$78,300
6	Highway	2000	Six Wheel Dump Truck	Same	39,895	$178,400
72	Parks & Forestry	2007	One Ton Dump Truck	Same	42,106	$78,400

Two-Way Radio Upgrade *Effective January 2013, the Federal Communications Commission has mandated that all existing licensees must convert their wideband (25kHz systems) radio systems to narrowband (12.5kHz). The majority of the two-way radios installed in DPW vehicles have been converted to radios that are capable of functioning on narrowband. This proposal would provide for the purchase of ten two-way radios to be installed in vehicles that have radios that do not presently comply with the narrowband requirement and are not up for replacement. An additional six radios will be purchased to provide the DPW Garage with replacement narrowband compliant two-way radios should any of the existing radios fail. Twelve portable radios and chargers will be purchased to be used during snow and emergency events. Additionally, base radios for the first floor of the PSAB and portable radios for Public Facilities and Building Department Staff are included in this request.*

Small Specialty Equipment *This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Department's maintenance programs. The purchase of this equipment will increase*

productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2014 includes:

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
186	Parks & Forestry	1963	Leaf Collector	Same	N/A	$25,900
303	Parks & Forestry	1985	Tractor	Same	2,749	$74,900
356	Parks & Forestry	1985	Aerator	Same	N/A	$30,000

Snow and Ice Equipment *This request will provide funding for equipment used primarily in the Snow and Ice Program. Unless circumstances require otherwise, the vehicles and equipment proposed for replacement in FY2014 are as follows:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
6A	Highway	2000	Material Spreader	Same	N/A	$32,200
116	Highway	1998	Sidewalk Tractor (Track)	Same	3,609	$169,300
66A	Highway	2006	Material Spreader	Same	N/A	$8,800

MOVED: That the Town vote to raise and/or transfer and appropriate $1,034,584 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that $500,000 be transferred from Overlay Surplus and $534,584 be transferred from Free Cash; or take any other action relative thereto:

General Fund	Description	Recommended	Amendment
General Government	Election Equipment	$0	
General Government	Network Hardware Servers & Switches	$0	
Public Facilities	Core Fleet	$0	
Public Facilities	Energy Efficiency Upgrade Improvements	$0	
Public Facilities	Facilities Maintenance Program	$ 432,169	
Public Facilities	Police/Fire Station Gas Tank Removal	$ 28,500	
Public Facilities	Pollard School Telephone System	$ 53,000	
Public Facilities	Portable Generator	$0	
Public Safety	Core Fleet (Building)	$0	
Public Safety	Core Fleet (Fire)	$0	
Public Safety	Heart Monitor/Defibrillator	$ 27,500	
Public Safety	Wireless Municipal Radio Master Box	$0	
Public Schools	Furniture & Equipment	$0	
Public Schools	High School Radio System	$ 37,275	
Public Schools	School Copier Replacement	$0	
Public Schools	Technology	$ 410,049	
Public Works	Core Fleet	$0	
Public Works	Two Way Radio Upgrade	$ 20,191	
Public Works	Small Specialty Equipment	$ 25,900	

General Fund	Description	Recommended	Amendment
Public Works	Snow & Ice Equipment	$0	
	Total Appropriation	$ 1,034,584	

Mr. Matthew D. Borrelli, Selectman, addressed this proposal on behalf of the Board of Selectmen. The categories of capital expenditures were broken down into school building projects to be completed during the summer months, technology, and public safety. He urged adoption of the proposal on behalf of the Board of Selectmen.

Mr. Richard M. Reilly, Chairman, reviewed this article and concurs with the proponents. The Finance Committee believes that this is the best approach.

Mr. Jason R. Gragg expressed concern that the funding for the snow and ice equipment has been put off until the fall Special Town Meeting.

At the request of the Moderator, unanimous consent was given to allow Mr. Chip Laffey, Director of Public Facilities, to respond to an inquiry from Mr. Irwin Silverstein. Mr. Laffey stated that the underground tank was made of stainless steel and installed in 1986. He was not aware of the tank standing in ground water.

At the request of the Moderator, unanimous consent was given to allow Deb Gammerman, non-resident and Director of Technology and Innovation, Needham Public Schools, to address Town Meeting. She explained to Carol I. Urwitz that while there may have been some problems in the past, there has been good results and accountability and not much breakage with the student tablets.

In response to an inquiry from Catherine E. Kurkjian, Ms. Gammerman stated that it is not easy to move white boards.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 40: APPROPRIATE FOR POLLARD BOILER REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $800,000 for the Pollard School boiler replacement and the removal of the existing fuel tank, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

Article Information: This request will fund the replacement of the two (2) boilers in the front boiler room of the Pollard Middle School with three (3) high efficiency condensing boilers. Currently, the building is designed to operate with two (2) boiler rooms with two (2) boilers in each of those rooms. These boiler rooms are presently oversized, and there have been logistical problems with running the boilers in both of these rooms simultaneously. An inability to successfully run boilers in both rooms simultaneously does not allow for sufficient redundancy should any failure in one of these boilers occur. Upgrading the front boiler room with three (3) high efficiency boilers and mothballing the boilers in the back boiler room will allow the front boiler room to carry the heating load of the entire building without any of the problems currently being experienced. The current boilers are over twenty (20) years old, and are becoming problematic. The new boilers will be designed for natural gas and will increase the energy efficiency of the heating systems at the Pollard School. This project should be eligible for NStar energy efficiency rebates to offset the cost of buying a more efficient model. The project also includes funding for the removal of the current oil tank at the Pollard School. The elimination of underground fuel storage reduces the Town's liability in case of leakage or tank failure.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $800,000 for the Pollard School boiler replacement and the removal of the existing fuel tank, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7.

Mr. Matthew D. Borrelli, Selectman, advised that this article replaces two old boilers at the Pollard School with three new modern high efficiency boilers. The back boiler room will be mothballed which will allow the front boiler room to carry the heating load. The work is scheduled to begin in June.

Mr. Richard A. Zimbone, member, recommended adoption on behalf of the Finance Committee. He noted that parts of the old boiler will go to the Mitchell School.

After a brief discussion, a motion to move the previous questions was offered by Mr. Thomas M. Jacobs. The motion was presented and carried by two-thirds vote on a voice vote declared by the Moderator

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 41: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $600,000 for improvements and repairs to the Town's infrastructure including but not limited to roads,

bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

Article Information:

Street Resurfacing *The purpose of this program is to improve the structural and surface integrity of the Town's miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work, such as asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings and signs.*

Traffic Signal & Intersection Improvements *This program funds traffic signal and intersection improvements, and new traffic signal installations. Unless circumstances dictate otherwise, FY2014 funding is proposed for Forest Street at Central Avenue.*

Combined Sidewalk Program *This Program funding addresses the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards.*

Storm Drain Capacity Improvements *This program provides funding to improve roadway drainage capacity. The Town has identified and prioritized a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. These measures include installation of additional storm drains, and storm drain replacement, extension, and capacity increases.*

Brooks and Culvert Repair and Maintenance *This repair and maintenance program was developed to address flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms. Proposed work includes cleaning and debris removal and restoration of retaining walls. Unless circumstances require otherwise, FY2014 funding will be directed to continued wall repair along Rosemary Brook.*

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $600,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7.

Mr. Matthew D. Borrelli, Selectman, addressed this proposal and recommended adoption on behalf of the Board of Selectmen. He noted that the infrastructure includes 123 linear miles of accepted streets, 160 miles of sidewalks, traffic signals, storm drains, and brooks and culverts.

Louise L. Miller, member, recommended adoption of this article on behalf of the Finance Committee.

Mrs. Elizabeth Jane Grimes expressed concern with lack of sidewalks and cross walks in her area and requested the Board of Selectmen to consider this area in the future.

In response to a request from Mr. Ronald W. Ruth to explain the town's 10% debt policy, Mrs. Miller explained that the current debt level is a little over 10% but will be coming down as override debt projects are eliminated.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 42: APPROPRIATE FOR DPW COMPLEX RENOVATIONS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,100,000 for construction of garage bays and associated site improvements at the DPW Complex, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

Article Information: The recently completed Public Services Administration Building was occupied by the DPW in November 2011, eliminating the space problems and air quality issues experienced on the second floor of the current DPW Operations Building. However, deficiencies continue to exist throughout the 470 Dedham Avenue building internally and the DPW site externally. Ultimately the expansion and renovation of the DPW Operations Building and site, referred to as DPW Phase II, will be required to address both storage space for equipment and storm water quality issues. In FY 2013, Town Meeting appropriated $40,000 for a feasibility study of the proposed DPW storage garage. The work proposed for FY2014 is the construction of six garage bays. The work addresses part of the storage space needs for DPW equipment and will provide for enclosed vehicle coverage. The project is proposed for funding through tax levy supported debt ($400,000) and Water and Sewer Enterprise Funds ($700,000).

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $1,100,000 for construction of garage bays and associated site improvements at the DPW Complex, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7.

Mr. Matthew D. Borrelli, Selectmen, addressed this request for construction of garage bays and improvements at the DPW complex which is part of the planned phase process. The second phase was the relocation of the salt shed funded at the 2012 fall Special Town Meeting. This is the third phase which includes $925,000 for construction and $175,000 for design. The project will be overseen by the Permanent Public Building Committee.

Mrs. Louise L. Miller, member, recommended adoption on behalf of the Finance Committee. She noted that this project will fund six bays which will house twelve vehicles and extend the life of said vehicles.

In response to a concern from Mrs. Jeanne S. McKnight about the safety of this project and the proximity to DeFazio Field, Mr. Borrelli advised that this was taken into account.

A motion to refer the subject matter of Article 42 back to the Board of Selectmen for further study was offered by Mr. David J. Escalante. He noted that there is a facilities plan and the whole project should be considered.

Mr. Jason R. Gragg opposed the motion to refer.

Mr. Escalante's motion to refer was presented, but it failed to pass by voice vote.

ACTION: The main motion was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and passed by two-thirds vote declared by the Moderator on a voice vote.

ARTICLE 43 was adopted by unanimous consent on Monday, May 6, 2013.

ARTICLE 44 was adopted by unanimous consent on Monday, May 6, 2013.

ARTICLE 45 was adopted by unanimous consent on Monday, May 6, 2013.

ARTICLE 46 was adopted by unanimous consent on Monday, May 6, 2013.

ARTICLE 47: APPROPRIATE FOR ST. MARY'S PUMP STATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $5,565,100 for the renovation or reconstruction of the St Mary's Pumping Station, to be spent under the direction of the Permanent Public Building Committee/Town Manager, including without limitation all costs thereof as defined in Section 1 of M.G.L. Chapter 29C, and that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Water Pollution Abatement Trust (MWPAT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MWPAT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MWPAT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Town Manager is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto.

Article Information: The St. Mary's Pump Station, built in 1957, was designed to pump potable water from the MWRA aqueduct to supplement the Town's demand for water. There are five pumps located within the station; however only two of the pumps are operable, resulting in less capacity than the permitted 6.5 million gallons per day (mgd). This request will provide necessary improvements - either renovation or total reconstruction - to meet future water demands, and to ensure the station has emergency back-up electrical power. The budget includes design and engineering, project management, contract management, owner's expenses, site development, general contractor, heavy equipment, F, F&E, and technology. Town Meeting previously appropriated $490,000 for design and engineering.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $5,565,100 for the renovation or reconstruction of the St Mary's Pumping Station, to be spent under the direction of the Permanent Public Building Committee/Town Manager, including without limitation all costs thereof as defined in Section 1 of M.G.L. Chapter 29C, and that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Water Pollution Abatement Trust (MWPAT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MWPAT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MWPAT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Town Manager is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project.

Mr. John A. Bulian, Selectman, addressed this proposal. He explained that this is new construction that will be funded through the Water Enterprise Fund. The Board of Selectmen unanimously requests Town Meeting support.

Mr. Richard S. Creem, member, explained that the St. Mary's Street Station is a critical gateway. When the new facility comes on line, the old facility will be demolished. He recommended adoption of this article on behalf of the Finance Committee.

Mrs. Sheila G. Pransky noted that this property had a large amount of land which could have been used for affordable housing.

In response to an inquiry from Sheila G. Pransky regarding the size of the new facility, Mr. George W. Kent, Chairman, Permanent Public Building Committee, explained that the building is not extravagant and meets the needs of the facility. There are no large extra spaces in the building.

In response to an inquiry from Catherine E. Kurkjian regarding what percentage of water comes from this station, Mr. Bulian explained that the MBTA charges more for its water and that water comes from this pump. He explained that there would be no change in the currant water rate.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 48 was adopted by unanimous consent on Monday, May 6, 2013.

ARTICLE 49 was previously withdrawn on Monday, May 6, 2013.

ARTICLE 50 was previously withdrawn on Monday, May 6, 2013.

ARTICLE 51: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

At this time the Moderator announced that there were no proposals under the Omnibus Article and he declared the article disposed of.

The Moderator thanked the Town Clerk and her staff for recording the minutes and taking attendance each evening; the Board of Selectmen and Town Manager, Kate Fitzpatrick, for her hard work; the Senior Executive Staff; Sandy Cincotta, Support Services Manager, for manning the audio visual aids; Pages Hanna Kenney and Mackenzie Wade for manning the microphones, noting that Mackenzie is off to college this fall; State Representative Denise C. Garlick for attending some of our 2013 Town Meeting sessions and for serving our community well. He also thanked the Finance Committee and its Executive Secretary, Louise Mizgerd, for the work she does for the Finance Committee, and the following individuals and groups for their participation in Town Meeting: Mark Mandel and the Needham Cable Channel for setting up and running the cameras as well as broadcasting and recording our meetings, Town Hall staff, Pat Thornton, Town Hall Custodian, and Stephane Grably, Building Monitor and all Town Department Managers for attending each Town Meeting and being ready to answer any questions relating to their departments.

At 11:10 P.M. Mr. Daniel P. Matthews on behalf of the Board of Selectmen moved to dissolve the Annual Town Meeting with the following Resolution:

THE FOLLOWING RESOLUTION

Was offered

In memory of

Jerry Wasserman

WHEREAS: Gerald A "Jerry" Wasserman was born and raised in Mansfield, Massachusetts. He graduated from the University of Massachusetts and earned his Masters Degree in Industrial Relations and Organizational Behavior at Columbia University. While in New York, Jerry met his future wife Joan Rosenberg on a blind date, and they were married in 1980. They settled in Needham in 1982 where they raised their son, Michael; and

WHEREAS: Over his career, Jerry specialized in strategic planning, organizational development, and human resources, primarily consulting with businesses and non-profits across the country, and teaching at Berklee College of Music, Suffolk University, and the University of Massachusetts; and

WHEREAS: Jerry Wasserman was an advocate for social justice, education, and the needs of senior citizens. He advocated for local issues as a member of the Suburban Coalition, which he chaired for seven years, as a member of the Massachusetts Selectmen's Association, serving as president in 2007 and 2008, as a member of the board of directors of the Massachusetts Municipal Association, and as a member of the Local Government Advisory Commission; and

WHEREAS: After his family and local government, Jerry's passion was folk music. He regularly played and sang at local coffee houses and events – including New Year's Needham - with his band "Jerry Wasserman and the Great Experiment." Jerry had a talent for combining acoustic folk tradition with humor, as evidenced on the CD he released in 2012 – "Wall Street Big Shot." Every year he faithfully participated in Summer Acoustic Music Week, affectionately known as "band camp;" and

WHEREAS: An active member of the community, Jerry was involved with many local non-profit organizations, serving as a member of the board of directors of Needham Opportunities Inc., and the Needham Education Foundation, and as member of the Brotherhood at Temple Beth Shalom. He was dedicated to the Exchange Club, serving as President in 2009-2010, and playing a significant role each year in the coordination of the 4th of July festivities; and

WHEREAS: Jerry served on many local boards and committees, including the Economic Development Advisory Committee, the Needham Community Revitalization Trust Fund, and the Solid Waste Disposal and Recycling Advisory Committee. He was elected to the School Committee in 1990, serving nine years, including two terms as chairman. He was elected to the Board of Selectmen in 1999, serving as chairman for three terms: in 2002, 2007, and 2012; and

WHEREAS: Jerry Wasserman was a Town Meeting Member for close to 30 years, from 1984 to 2013, representing Precinct B, and as a Town Meeting Member-at-Large;

NOW THEREFORE, be it resolved by this body that the 2013 Annual Town Meeting be dissolved in honor of the many civic

and community contributions of Jerry Wasserman to the Town of Needham.

ACTION: At 11;10 P.M. on Wednesday, May 16, 2012, the Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

* * * * * * *

RECORD OF THE SPECIAL STATE ELECTION
Tuesday, June 25, 2013

Pursuant to a Warrant issued by the Selectmen May 28, 2013 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the twenty-fifth day of June in the year 2013 at seven o'clock in the forenoon for the purpose of nominating a Senator in Congress. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
Precinct B - Hillside School - Gymnasium
Precinct C - Newman School - Gymnasium
Precinct D – Newman School – Gymnasium
Precinct E - Pollard Middle School – Inner Room
Precinct F - Stephen Palmer Community Room
Precinct G - Broadmeadow School - Performance Ctr.
Precinct H - Broadmeadow School - Performance Ctr.
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	84	155	147	140	113
9:00 A.M.	113	213	282	242	239
10:00 A.M	300	381	424	363	419
11:00 A.M.	400	548	551	481	561
12:00 NOON	490	642	655	580	634
1:00 P.M.	550	756	758	697	722
2:00 P.M.	575	829	863	785	823
3:00 P.M.	605	865	988	879	920
4:00 P.M.	756	-	1072	986	1024
5:00 P.M.	810	1094	1151	1075	1175
6:00 P.M.	880	1204	1292	1210	1346
7:00 P.M.	950	1360	1489	1392	1553
8:00 P.M.	1064	1539	1619	1551	1702

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	0	0
8:00 A.M.	147	130	136	168	140
9:00 A.M.	303	242	309	350	279
10:00 A.M.	490	406	485	508	419
11:00 A.M.	589	600	694	587	555
12:00 NOON	664	696	788	657	644
1:00 P.M.	762	749	892	730	720
2:00 P.M.	868	874	974	790	781
3:00 P.M.	956	950	1040	863	894
4:00 P.M.	1019	1046	1120	979	1003
5:00 P.M.	1120	1188	1276	1081	1110
6:00 P.M.	1251	1339	1472	1262	1230
7:00 P.M.	1423	1557	1655	1498	1410
8:00 P.M.	1554	1754	1836	1663	1564

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 9:4 P.M., June 25, 2013.

The total number of votes cast was as follows:

	Total
Precinct A	1064
Precinct B	1539
Precinct C	1619
Precinct D	1551
Precinct E	1702
Precinct F	1558
Precinct G	1754
Precinct H	1838
Precinct I	1667
Precinct J	1564
TOTAL	**15,856**

(The above totals include both the Special State and Special Town ballots)
The absentee ballots are included in the Total Vote)
TOTAL VOTE CAST For the SPECIAL STATE ELECTION –
(40.85% of Registered Voters)

The result of the balloting was as follows:

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	622	816	853	788	876	838	890	827	855	796	8,261
SENATOR IN CONGRESS											
Gabriel E. Gomez	231	314	345	286	360	272	304	371	277	291	3,051
Edward J. Markey	386	500	501	499	514	560	581	554	576	503	5,174
Richard A. Heos	2	1	1	1	1	3	3	0	0	0	12
Scattered Write-Ins	3	1	1	0	1	2	2	2	2	1	15
Blanks	0	0	5	2	0	1	0	0	0	1	9

The ballots casts in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 9:45 P.M., June 25, 2013.

Theodora K. Eaton, MMC

Town Clerk

A true copy
ATTEST:

RECORD OF THE SPECIAL TOWN ELECTION
Tuesday, June 25, 2013

Pursuant to a Warrant issued by the Selectmen May 28, 2013 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the twenty-fifth day of June in the year 2013 at seven o'clock in the forenoon for the purpose of nominating a Senator in Congress. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
Precinct B - Hillside School - Gymnasium
Precinct C - Newman School - Gymnasium
Precinct D - Newman School – Gymnasium
Precinct E - Pollard Middle School – Inner Room
Precinct F - Stephen Palmer Community Room
Precinct G - Broadmeadow School - Performance Ctr.
Precinct H - Broadmeadow School - Performance Ctr.
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	84	155	147	140	113
9:00 A.M.	113	213	282	242	239
10:00 A.M	300	381	424	363	419
11:00 A.M.	400	548	551	481	561
12:00 NOON	490	642	655	580	634
1:00 P.M.	550	756	758	697	722
2:00 P.M.	575	829	863	785	823
3:00 P.M.	605	865	988	879	920
4:00 P.M.	756	-	1072	986	1024
5:00 P.M.	810	1094	1151	1075	1175
6:00 P.M.	880	1204	1292	1210	1346
7:00 P.M.	950	1360	1489	1392	1553
8:00 P.M.	1064	1539	1619	1551	1702

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	0	0
8:00 A.M.	147	130	136	168	140
9:00 A.M.	303	242	309	350	279
10:00 A.M.	490	406	485	508	419
11:00 A.M.	589	600	694	587	555
12:00 NOON	664	696	788	657	644
1:00 P.M.	762	749	892	730	720
2:00 P.M.	868	874	974	790	781
3:00 P.M.	956	950	1040	863	894
4:00 P.M.	1019	1046	1120	979	1003
5:00 P.M.	1120	1188	1276	1081	1110
6:00 P.M.	1251	1339	1472	1262	1230
7:00 P.M.	1423	1557	1655	1498	1410
8:00 P.M.	1554	1754	1836	1663	1564

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 9:45 P.M., June 25, 2013.

The total number of votes cast was as follows:

	Total
Precinct A	1064
Precinct B	1539
Precinct C	1619
Precinct D	1551
Precinct E	1702
Precinct F	1558
Precinct G	1754
Precinct H	1838
Precinct I	1667
Precinct J	1564
TOTAL	**15,856**

(The above totals include both the Special State and Special Town ballots)
The absentee ballots are included in the Total Vote)
TOTAL VOTE CAST For the SPECIAL TOWN ELECTION –
(37.50% of Registered Voters)

The result of the balloting was as follows:

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	442	723	766	763	826	720	864	911	812	768	7,595
SELECTMAN TO FILL VACANCY UNTIL APRIL 8, 2014											
Marianne B. Cooley	429	638	718	674	741	644	764	824	729	663	6,824
Scattered Write-Ins	10	39	41	38	2	35	39	85	80	47	416
Blanks	3	46	7	51	83	41	61	2	3	58	355

The ballots casts in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 9:45 P.M., June 25, 2013.

Theodora K. Eaton, MMC

Town Clerk

A true copy
ATTEST:

A.M. Sulkin Co.
80 Cambridge Street
Charlestown, MA 02129
617-242-5959
Reorder # 17935